



**Department of Commerce**  
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# **Community Development Block Grant**

## **2010 General Purpose Grant**

### **Application Handbook**

**October 2009**

**Rogers Weed**  
**Director**



**WASHINGTON STATE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
2010 GENERAL PURPOSE GRANT  
APPLICATION HANDBOOK**

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# ESSENTIAL INFORMATION

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This section contains details on funding levels, basic eligibility, and tips to help you make certain your submittal is competitive and complete.

- A. Funding Overview and Submittal Instructions
- B. Project and Application Development Tips
- C. Application Checklist

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). If you need an electronic form please call (360) 725-3019.





# FUNDING OVERVIEW AND SUBMITTAL INSTRUCTIONS

This handbook provides information and forms to apply for a 2010 General Purpose Grant from the state Community Development Block Grant (CDBG) program.

## WHAT IS CDBG?

CDBG is a state administered federal grant that funds eligible local governments for priority community development projects principally benefiting low- and moderate-income persons. The General Purpose Grant is the largest fund within the state CDBG program. A summary of all 2010 CDBG fund opportunities is on the CDBG Fact Sheet in Appendix A.

All CDBG funded activities must meet at least one of three national objectives of the program:

- Principally benefit persons of low- and moderate-income
- Prevent or eliminate slums or blight
- Meet urgent needs posing serious and immediate threat to public health or safety. (This objective is addressed through the CDBG Imminent Threat Grant program.)

All applications must document the proposed project's benefit to low- and moderate-income (LMI) persons. LMI is defined as 80 percent of the county median income. If you are considering applying to eliminate slums/blight or address an urgent need emergency, please consult CDBG staff before completing this application.

	General Purpose Grants
<b>ELIGIBLE APPLICANTS</b>	<p><b>Cities and towns with less than 50,000 people and counties with populations less than 200,000</b> may apply if they <u>do not</u> participate in HUD Urban County Consortia. See Appendix A for a map and list of local governments served by the state CDBG program.</p> <p>Indian tribes and special purpose organizations, such as public housing authorities, port districts, water and sewer districts, community action agencies and economic development councils are not eligible to apply, but may be partners in projects or subrecipients of funding through eligible local governments.</p>
<b>ELIGIBLE ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Acquisition, final design, construction, reconstruction, or installation of public facilities and community facilities</li> <li>• Clearance, demolition, removal, and rehabilitation of buildings and housing</li> <li>• Housing rehabilitation</li> <li>• Some economic development activities, such as micro-enterprise assistance programs</li> <li>• Some public service activities when they are a component of a facility or housing project and within 15% of the grant total</li> </ul> <p>A variety of activities are eligible for CDBG funding under Section 105(a) of Title I of the Housing and Community Development Act of 1974 located in Appendix A. The state has prioritized its General Purpose Grant funds for the public facility, economic development, community facility, and housing rehabilitation activities identified in this Act.</p>

<b>INELIGIBLE ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• New housing construction</li> <li>• Regular government operations</li> <li>• Facility maintenance/operations</li> <li>• Equipment</li> <li>• Government buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Political activities</li> <li>• Professional services and contractors not procured following CDBG requirements</li> <li>• CDBG application preparation costs</li> </ul>
<b>MAXIMUM GRANT AMOUNTS</b>	<ul style="list-style-type: none"> <li>• \$1,000,000 for projects under \$10 million</li> <li>• \$1,500,000 for projects over \$10 million</li> <li>• \$250,000 for local microenterprise assistance programs</li> <li>• \$500,000 for local housing rehabilitation programs</li> </ul>	
<b>LIMIT PER HOUSEHOLD OR JOB</b>	<p>The CDBG investment limit is \$25,000 per household or per job created/retained.</p> <p>For housing rehabilitation activities that include lead-based paint mitigation, the limit is \$35,000/household.</p>	
<b>DUE DATE</b>	An annual funding round. Must be hand carried and received by 5 p.m., or sent by first class or priority mail and postmarked by January 21, 2010.	
<b># of COPIES</b>	One application with original signature and THREE copies.	
<b>AWARD DATE</b>	May 2010.	
<b>LENGTH OF BENEFIT</b>	Funded acquisition or construction activities must provide the intended benefit for at least 10 years.	
<b># APPS ALLOWED PER YEAR</b>	A local government can submit one application per fund per year. Exception: A local government may submit two applications if one is for microenterprise assistance.	

### **FORMAT GUIDELINES**

To make it easier for CDBG staff to locate all parts of your application, we recommend you submit your forms, narrative statements, and attachments in the same order as presented in this Application Handbook.

- |                         |  |
|-------------------------|--|
| • Print Size            | No smaller than 12 point font  |
| • Spacing               | Double space   |
| • Page Numbering        | Essential for the narrative; nice for the entire document                      |
| • Total Narrative Pages | Not to exceed 25   |
| • Attachments           | Tabbed so raters can locate referenced material                                |
| • Source Documentation  | Provide as attachments. If more than two pages, summarize and note the source. |
| • Letters of Support    | Provide as attachments.  |
| • Binding               | Stapling in the upper left corner is sufficient.                               |

Letters documenting participation or support by sectors of the community, or letters verifying contribution of resources are appropriate.

## MAILING ADDRESS

CDBG Program  
Department of Commerce  
906 Columbia St SW  
Post Office Box 42525  
Olympia, Washington 98504-2525

## HOW ARE PROJECTS SELECTED?

The selection process has three stages: threshold review, rating and selection, and award.

### Stage 1 - Threshold Review

Commerce staff determine if an application meets minimum requirements and may contact you to resolve threshold issues. *No new information will be requested or accepted.* No points are awarded during this stage; however, applications failing to meet threshold **will not** advance to next stages. To be considered, your application must:

- Be submitted by a local government served by the state CDBG program (Appendix A);
- Be for an eligible activity(s);
- Demonstrate at least 51 percent of the persons to benefit have incomes at the low to moderate level according to CDBG guidelines;
- Document how and when a public hearing was conducted;
- Complete the forms in the next section and have those with signature lines signed by the chief administrative official. Only the Project Summary requires an original signature.

### Stage 2 - Rating and Selection

Applications are evaluated and scored by review teams, grouped by project type (sewer, water, economic development, etc.). An application that includes coordinated activities under different project types (sewer, water and street upgrades for one street segment, for example) will be evaluated as a comprehensive project type if these activities achieve greater results than if completed independently. If an application contains unrelated activities (water system upgrades in two different rural water systems in a county), the activities will be rated separately and the application's total score will be averaged from the points awarded to each activity. Commerce may consult with informed third parties including local, state, and federal agencies and may make site visits to assist in the rating and selection process.

Applications receiving scores of at least 65 points will receive funding in rank order, up to the total amount of funds available for 2010 General Purpose Grants. To be recommended for funding, your application must receive at least 65 points based on:

Need Statement	25 Points
Capacity Statement	25 Points
Readiness Statement	25 Points
Results Statement	<u>25 Points</u>
	<b>100 Points</b>

### Stage 3 – Award

Commerce management considers staff recommendations and makes final funding decisions. Legislators are informed and awards are announced to recipients. Award letters are sent outlining when costs can be incurred and the contracting process. Unsuccessful applicants are contacted and offered a debriefing.

It generally takes up to 8 weeks to execute a CDBG grant agreement. Commerce offers training and technical assistance on managing a CDBG-funded project.

Any professional services contracts to be funded by CDBG, must be procured following CDBG requirements, even if the procurement occurs prior to execution of the Commerce contract.

### ***CHANGES FROM 2009 APPLICATION***

- **Timing of Fund Cycle:** Applications are due by January 21, 2010 with awards announced in May 2010; instead of due in November and announced in March. This change better aligns funding with the state's receipt of its federal award, which has been arriving in late spring.
- **Microenterprise Assistance:** Consistent with the agency's emphasis on growing and improving jobs in Washington State, local microenterprise assistance programs with the capacity and readiness to be successful, are encouraged to apply.
- **CDBG Planning-Only Grant** has a separate application handbook to be available in February 2010.
- **DUNS Number:** HUD requires each applicant local government and subrecipient to list its Data Universal Number System (DUNS) number. Instructions are provided with the application's Project Summary.

# PROJECT AND APPLICATION DEVELOPMENT TIPS

Here are some suggestions for selecting and developing the project proposal, and for writing a competitive grant application.

**Review community priorities:** Review local planning documents such as Comprehensive Plans and compare with CDBG-eligible activities. Be able to document how the proposed project is a priority within the community.

**Plan for community/citizen involvement before developing the application:** Involve citizens who represent a cross-section of the community such as local officials, special interest groups, and civic organizations. Solicit participation and input early in the development of the project to build support and eliminate potential conflicts or duplication of effort.



Schedule your public hearing now. During the hearing, you can consider community proposals or receive comments on the selected project.

**Establish relationship with subrecipient, if applicable:** If the local government intends to partner with a local special purpose district or non-profit organization to implement the project, review the sample Subrecipient Agreement available on the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) to assist in developing this partnership and to better understand the commitment and oversight responsibilities when using a subrecipient.

**Organize your team and establish a work plan for developing the application:** Identify the tasks, key individuals, timelines for grant team meetings, and the time frames for assembly, editing, approval and obtaining official signatures, copying, and delivery of the application by the due date. Develop the project concept as a team, but have one person do the actual writing.



General Purpose Grants are due by January 21, 2010. Start with that due date and work backwards to establish your application development work plan.

**Attend a CDBG application workshop and become familiar with the entire application handbook:** It is important to understand the intent, requirements, and limitations of the fund.

- The Essential Information answers the basic who, what, when, how, and why questions.
- The Forms and Certifications section includes documents to be submitted to pass the grant's eligibility threshold.
- The Narrative section provides specific questions and rating criteria as the basis for scoring and ranking the applications.
- The Appendices provide background information to properly complete the forms.

**Determine how your project benefits persons with low- and moderate-incomes:** You will need to document that either the activities will benefit everyone in a lower income area or will target or limit benefit to lower income persons.



Don't assume the project will meet the CDBG low- and moderate-income documentation requirements without first reading the LMI requirements in this Application Handbook. You may need to conduct an income survey, which is doable but takes time.

**Collect data:** Collect documentation to support facts on the project's need and urgency, supporting plans, past efforts, community demographics, local government's financial condition, and status of other funding sources.



To organize your narrative statements and ensure you are responding to all rating criteria, it can be useful to write out this handbook's narrative questions and then provide your answer.

**Start the SEPA and NEPA environmental review process:** There are specific CDBG requirements for the State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA), including a Section 106 cultural and historic resources review. The CDBG environmental review is unique in that the local government grant recipient (rather than the federal or state agency) is responsible for certifying the environmental review requirements. While you can begin the NEPA process using environmental review forms completed for other federal funding programs, the local government must still complete the CDBG steps which include additional public notices and public comment periods for projects not certified as exempt. Section 6 of the CDBG Management Handbook, available on the CDBG website ([www.commerce.wa.gov/cdbq](http://www.commerce.wa.gov/cdbq)), outlines the CDBG environmental review requirements in detail and provides forms and samples.



The environmental review information on the potential impacts and opportunities will influence the location, design, and timing of the project. **Begin this process as early as possible**, although it is not required to be completed prior to the CDBG application.

**Meet procurement requirements:** Ensure professional services contracts to be funded by CDBG are procured following the CDBG requirements. The unique CDBG procurement requirements are available in Section 5 of the CDBG Management Handbook, available on the CDBG website at [www.commerce.wa.gov/cdbq](http://www.commerce.wa.gov/cdbq).

**Obtain site control:** The application will be more competitive if you document site control of any property required for the project. If property is acquired or if it has been occupied by anyone other than the owner over the last 12 months, contact CDBG staff to learn of early steps to be taken to document the acquisition is voluntary and no displacement will occur under the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

**Incorporate labor standards:** If CDBG-funded, your construction contract must incorporate federal and state labor standards, including prevailing wage requirements. This could affect your construction bid timeline and budget.

**Review your Draft Application:** Allow time for review by the grant writing team and someone unfamiliar with the project. Specifically look for:

- Typos and grammatical errors
- Inconsistencies in logic
- Alignment of need, proposed project and results
- Budget costs that are not clearly justified
- Confusing terms or jargon
- Unsupported statements, unfounded assumptions, or weak documentation



First draft the Project Summary, including the listing of required identification numbers. Wait to complete/sign the Project Summary towards the end, since it contains budget information and data that may change as the application is developed.

**Consult the funding program:** The CDBG staff is available to answer questions. Names and contact information are listed on the title page. Application materials are also available on the CDBG website.

# APPLICATION CHECKLIST

## ARE YOU SURE?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Applicant is a eligible local government  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. All activities and costs are eligible   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Amount requested is within maximum grant levels   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Amount requested is within investment per household or job limits   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Each activity principally benefits persons with low to moderate incomes   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. The local government is submitting only one General Purpose Grant application, unless one is for microenterprise assistance | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

## HAVE YOU INCLUDED?

1. Complete and signed Project Summary	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Low- and Moderate-Income Benefit Documentation	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If an income survey was used, have you described the methodology and tool used? Is the Income Survey Worksheet included?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If HUD's 2000 Census data was used and the community is not listed in Appendix A-2, have you attached a map showing census tracts of the service area?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If Limited Clientele was used, have you described how the project exclusively benefits a special group, or the process for income qualification?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If a housing activity, have you described the processes for income qualification and ensuring residency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If a job creation/retention activity, have you described the recruitment and hiring processes and included a hiring agreement?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Community Demographics	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Signed Title VI Certification	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Signed Resolution with Certifications of Compliance	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Completed Documentation of Citizen Participation Conducted, including a grievance procedure, public hearing notice and minutes	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. Contact List	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. Work Plan	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. Budget Forms		
Budget Assumptions	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Project Budget	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Operations Budget (public facility and capital facility activities only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10. Narratives		
Need Statement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Capacity Statement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Readiness Statement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Results Statement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11. Additional Considerations:		
Commerce will receive the application on time	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Floodplain Insurance documentation, if applicable	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Utility Rate Analysis (public facilities only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
A readable map of the local government and service area is included	<input type="checkbox"/> YES	<input type="checkbox"/> NO





# SECTION 1

## FORMS AND CERTIFICATIONS

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This section contains the following forms you **must** complete and return with your application package.

- A. Project Summary
- B. Low- and Moderate-Income Benefit Documentation, Low- and Moderate-Income Requirements
- C. Income Survey Worksheet (if applicable)
- D. Community Demographics
- E. Title VI Certification
- F. Resolution with Certifications of Compliance
- G. Documentation of Citizen Participation Conducted, Outreach & Accommodation for Non-English Speaking Residents Form
- H. Contact List
- I. Floodplain Requirements and Utility Rate Analysis
- J. Work Plan
- K. Budget Forms and Instructions

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). If you need an electronic form please call (360) 725-3019..



## CDBG PROJECT SUMMARY

1. Grant Type:	<input type="checkbox"/> General Purpose <input type="checkbox"/> Planning-Only <input type="checkbox"/> Housing Enhancement <input type="checkbox"/> Imminent Threat		
2. <b>Jurisdiction:</b>  Address - Mail:  Address - Street:  City, Zip:  County:  Email:		Phone:	
		Fax:	
		Fed Tax ID #	
		SWV #	
		DUNS #	
3. <b>Contact Person:</b>  Address - Mail:  Address - Street:  City, Zip:  Email:		Title:	
		Phone:	
		Fax:	
4. <b>Subrecipient:</b>  Contact Person:  Address - Mail:  Address - Street:  City, Zip:  Email:		Title:	
		Phone:	
		Fax:	
		Organization	
		Category(s):	
		DUNS:	
5. <b>Consultant:</b>  Address:  City, Zip:		Phone:	
		Fax:	
		Email:	
6 Fiscal Year:	From: _____ To: _____		
7. State Legislative District:	Congressional District: _____		
8. Brief Project Description:			
9. Did a CDBG Planning-Only Grant lead to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. Type of Project: <input type="checkbox"/> Public Facilities <input type="checkbox"/> Economic Development <input type="checkbox"/> Community Facilities (Check all that apply) <input type="checkbox"/> Housing Rehabilitation <input type="checkbox"/> Comprehensive <input type="checkbox"/> Planning			

11. National Objective:	<input type="checkbox"/> Principally benefits low- and moderate-income persons or households. <input type="checkbox"/> Prevents or eliminates slums or blight. <input type="checkbox"/> Meets urgent community development needs that pose a serious and immediate threat to public health or safety.		
12. Project Budget:	CDBG	\$	*Other state funds may include Housing Trust Fund, Capital Funds or Public Works Board.
	CDBG Program Income	\$	
	Other Federal	\$	
	Other State*	\$	
	Local Public	\$	
	Private	\$	
	<b>TOTAL</b>	\$	
13. Project Beneficiaries:	# of Persons		LMI Percentage: ____%
	# of LMI Persons		
	# of Households		CDBG Investment per Household: \$____
	# of LMI Households		
14. How were the beneficiaries determined? For Limited Clientele, Housing, or Economic Development Jobs activities, check the "Direct Benefit Only" box.	<input type="checkbox"/> Appendix A-2 Census List		
	<input type="checkbox"/> HUD's Census Block Groups Data		
	<input type="checkbox"/> Income Survey /Date:		
	<input type="checkbox"/> Direct Benefit Only		
15. Street address, city and zip code of project:			
16. Census Tract Number:                      Census Block Number:			
17. Certification of Chief Administrative Official: <i>The information provided in this application is true and correct to the best of the government's belief and knowledge and it is understood the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent grant agreement.</i>			
Signature		Date	
Print Name		Title	

## **PROJECT SUMMARY INSTRUCTIONS**

*The Project Summary serves as the cover page for the application and should be the first page inside the cover.*

1. Select the grant for which you are applying.
2. The applicant jurisdiction must be a non-entitlement city or county.
  - The Tax Identification number is usually a “91-” number.
  - The jurisdiction’s statewide vendor (SWV) number is necessary to release funds from the state to the local government.
  - A Data Universal Number System (DUNS) number is required for recipients of federal funds. Obtain a DUNS number at: [www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp)
3. Provide information on the contact person, should we need more information about your project. If funded this person will be the main contact for the CDBG contract.
4. Provide information on any subrecipient organization to benefit from the project or to receive CDBG funds to implement the project on behalf of the local government.
  - Write in which of the organization categories apply: Non-Profit, Faith-Based, Institute of Higher Education
  - A Data Universal Number System (DUNS) number is required for subrecipients of federal funds. Obtain a DUNS number at: [www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp)
5. Provide information on the consultant used to develop the proposal, if applicable.
6. List the month and day of the applicant’s fiscal year from beginning to end.
7. List the numbers of the state and congressional districts.
8. Provide a brief project description, summarizing what is to be accomplished and the major elements of the project.
9. This is information to indicate which projects evolved from a Planning Only Grant.
10. Check your type(s) of project. More detail on eligible project activities is in Appendix A-4.
11. Check the applicable National Objective. It is not necessary to address more than one national objective. The third, Urgent Need, objective requires a local declaration of emergency and rarely applies to CDBG grants other than an Imminent Threat Grant project.
12. List the project budget. CDBG program income is any income generated from the use of a prior or current CDBG award that totals at least \$25,000 in a calendar year.
13. List the unduplicated number of people, people qualifying as LMI, households, and households qualifying as LMI to benefit from the project. These numbers must be consistent with the following Low- and Moderate-Income Benefit Documentation form.
  - Divide the number of LMI persons by the number of persons to calculate the LMI Percentage.
  - Multiply the number of households by the LMI percentage to calculate the number of LMI households.
  - Divide the CDBG budget amount (box 12) by the number of households to calculate the CDBG Investment per Household.
14. Select how beneficiaries were determined, based on the following Low- and Moderate-Income Benefit Documentation form. If you completed an income survey, list the month/year of the survey.
15. Provide the street address, city and zip code where the project is to be located for federal reporting purposes. For pipe, street or other projects without a street address, list the beginning number of the project’s primary street, such as 400 Main St, Anytown, 9XXXX. For non-

construction activities, list the government or subrecipient office address where the project is being managed, including city and zip code.

16. Provide the primary census tract and census block group number for the project location for federal reporting purposes. This number can be identified by your local or regional planning office or by accessing maps on the US Census website.
17. This form must be signed by the local government's chief administrative official (mayor, county commission chair, county administrator, city manager, or designated official as authorized by the CDBG Resolution of Certifications of Compliance, as applicable). Print the official's name and title. An original signature must be submitted.

## LOW- AND MODERATE-INCOME BENEFIT DOCUMENTATION

CDBG applications must document how each CDBG funded activity will principally benefit low- and moderate-income (LMI) persons. Following the instructions on the next pages, complete the boxes on this form, add the applicable documentation to this form, and submit as part of your application.

My project includes Area Benefit activities	
DOCUMENTATION SUBMITTED WITH THIS COMPLETED PAGE:	Check all that apply
<b>Required application documentation when using Appendix A-2, the 51 percent LMI list (page 63-64):</b> <ul style="list-style-type: none"> <li>• A map of the service area, and</li> <li>• Complete the Project Summary, checking <i>Appendix A-2 Census List</i> in item 14.</li> </ul>	
<b>Required application documentation when using Income Survey data:</b> <ul style="list-style-type: none"> <li>• Complete the Income Survey Worksheet;</li> <li>• Provide a sample of the survey tool, tallying the number of responses by household size;</li> <li>• Submit a written description of the survey process, describing how the survey universe was defined and efforts to ensure randomness; and</li> <li>• Complete the Project Summary, checking <i>Income Survey</i> and providing the survey date in item 14.</li> </ul>	
<b>Required application documentation when using HUD's Census data:</b> <ul style="list-style-type: none"> <li>• List the census tract/block groups for the service area and the LMI percentages from HUD's data;</li> <li>• Provide a map of the service area demonstrating the matching correlation between the service area boundaries and the census boundaries; and</li> <li>• Complete the Project Summary, checking <i>HUD's Census Block Group Data</i> in item 14.</li> </ul>	

My project includes Direct Benefit activities	
DOCUMENTATION SUBMITTED WITH THIS COMPLETED PAGE	Check all that apply
<b>Required application documentation for Limited Clientele activities:</b> <ul style="list-style-type: none"> <li>• Describe how the project exclusively benefits a "presumed benefit" special group, or describe the process for income qualifying households that will result in the project principally benefiting LMI persons;</li> <li>• If an income standard other than LMI limits is used, show how the other income standard falls within the LMI limits;</li> <li>• Provide a best guess breakdown of the total number of persons expected to benefit by very low (30%), low (50%) and moderate (80%) income levels; and</li> <li>• Complete the Project Summary, checking <i>Direct Benefit Only</i> in item 14.</li> </ul>	
<b>Required application documentation for Housing activities:</b> <ul style="list-style-type: none"> <li>• Describe the process for income qualifying households and ensuring residency,</li> <li>• Provide a best guess breakdown of the total number of households expected to benefit by very low (30%), low (50%) and moderate (80%) income levels; and</li> <li>• Complete the Project Summary, checking <i>Direct Benefit Only</i> in item 14.</li> </ul>	
<b>Required application documentation for Job Creation/Retention activities:</b> <ul style="list-style-type: none"> <li>• Describe the recruitment and hiring process;</li> <li>• Submit a Hiring Agreement with DUNS number from the employer; and</li> <li>• Complete the Project Summary, checking <i>Direct Benefit Only</i> in item 14.</li> </ul>	

## LOW- AND MODERATE-INCOME REQUIREMENTS

CDBG applications must document how the project will principally benefit low- and moderate-income (LMI) persons.

LMI is defined as income up to 80 percent of the median county income by household size. Appendix A lists the 2009 LMI limits for each county, as defined by HUD.

Based on CDBG regulations, there are four categories for LMI benefit:

- |                                   |   |
|-----------------------------------|---|
| <b>1. Area benefit activities</b> | Direct benefit activities               |
|                                   | <b>2. Limited clientele</b>             |
|                                   | <b>3. LMI Housing</b>                   |
|                                   | <b>4. LMI Job creation or retention</b> |

**The first and very important step is to clearly determine the boundaries of the proposed service area and the population to be served.**

**Will your project benefit all residents of a community, district, or service area?**

Examples: sewer or water system improvements, community center construction, or fire station renovation.

→ If **YES**, then it is an Area Benefit activity. Follow the Area Benefit requirements below.

→ If **NO**, then follow the Direct Benefit requirements on the following pages.

If your project includes separate activities that benefit different populations, then follow the applicable documentation requirements for each activity.

Example: You are requesting CDBG to fund public water line replacement that will benefit the entire town's water system (an Area Benefit activity) and water side-service connections for only low- and moderate-income households (a LMI Housing activity).

If your project is close to the descriptions provided but you are still unsure whether it principally benefits LMI, contact the CDBG Program to discuss your proposal, confirm eligibility and determine specific documentation requirements.

### Area Benefit Activities

Area benefit is the most common type of CDBG funded activity. To be CDBG eligible, you must document at least 51 percent of the residents in the service area are LMI persons. HUD allows two ways to document this area benefit: 1) CDBG income survey, 2) HUD's Census data.

When the service area is the local government boundaries:

Appendix A-2, page 63-64, lists the local governments with 51 percent or greater LMI population. If the local government is not on the list, then an income survey would need to be conducted.



**Required application documentation when using the 51 percent LMI list on Appendix A-2:**

- Provide a map of the service area, and
- Complete the Project Summary, checking *Appendix A-2 Census List* in item 14.

When the service area is a portion of, overlaps, or extends beyond the local government boundaries:

Most likely, an income survey will need to be conducted. Follow the CDBG Survey Guide available on the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). A statistically valid income survey of the same service area already conducted after January 2001 may be accepted. Contact the CDBG Program if you intend to use a past survey.

It is important to clearly establish the proposed project's service area. Since some projects for smaller service areas can be considered by the CDBG Program as a benefit to the entire community or system, discuss the project with CDBG staff before conducting an income survey.

**Required application documentation when using Income Survey data:**

- Complete the Income Survey Worksheet;
- Provide a sample of the survey tool, tallying the number of responses by household size;
- Submit a written description of the survey process, describing how the survey universe was defined and efforts to ensure randomness; and
- Complete the Project Summary, checking *Income Survey* and providing the survey date in item 14.

Instead of an income survey, you may be able to use HUD's special Census data that lists the LMI percentage for areas down to the census tract and block group level. The first step is to review census maps to establish if there is a matching correlation between the census tract and block group boundaries, and the proposed service area. These maps are available from your local planning agency or the census website at: [www.factfinder.census.gov/servlet/ReferenceMapFramesetServlet](http://www.factfinder.census.gov/servlet/ReferenceMapFramesetServlet). Enter the project address on the left side bar and use the colored legend to find the applicable tract and block group numbers. When these numbers are identified, HUD's LMI percentage data for that area can be found on the CDBG website at: [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). Click "About CDBG" and scroll down to the middle of the page. Under the heading "Block Group and Census Tract Data," locate your county and the applicable block groups and find the percentage for that block group.

**Required application documentation when using HUD's Census data:**

- List the census tract/block groups for the service area and the LMI percentages from HUD's data;
- Provide a map of the service area demonstrating the correlation between the service area boundaries and the census boundaries; and
- Complete the Project Summary, checking *HUD's Census Block Group Data* in item 14.

## Direct Benefit Activities

These activities directly target services to lower income persons or benefit a limited number or specific group of people as long as at least 51 percent of those served are LMI persons (rather than everyone in an area). An activity can provide a direct benefit in any of the following ways:

### Limited Clientele

**a. Exclusively benefit a clientele who are presumed by HUD to be principally LMI persons. These “presumed benefit” special groups include:**

- |  |                    |   |
|--|--------------------|---|
| ➤ Abused children  | ➤ Battered spouses | ➤ Illiterate persons                      |
| ➤ Elderly persons  | ➤ Homeless persons | ➤ Migrant farmworkers                     |
| ➤ Severely disabled adults<br>(meeting Census’ definition) |                    | ➤ Persons living with the<br>disease AIDS |

If an activity is targeting persons belonging to one of the above HUD-defined special groups, it can be presumed, without requiring a survey, that the activity will be providing a 51 percent benefit to LMI persons. Using this special group presumed benefit does not apply to housing or job creation projects, which must meet the respective LMI Housing and LMI Jobs criteria.

Example: Construction of a senior center.

OR

**b. Information on family size and income is available and shows at least 51 percent of the activity’s clientele meet and will continue to meet the LMI income criteria. Not applicable to hospitals or other facilities open to the general public.**

Example: Renovation of a work force training center.

OR

**c. Income eligibility requirements limit the activity to LMI persons only.**

Example: Acquisition of a building to serve as a new Head Start Center.

OR

**d. Be of such nature and location that it may reasonably be concluded that the activity’s clientele will primarily be LMI persons.**

Example: Construction of a day care center designed to serve a public housing complex.

### **Required application documentation for Limited Clientele activities:**

- Describe how the project exclusively benefits a “presumed benefit” special group, or describe the process for income qualifying households that will result in the project principally benefiting LMI persons;
- If an income standard other than LMI limits is used, show how the other income standard falls within the LMI limits;
- Breakdown the total number of persons to benefit by those at the very low (30%), low (50%) and moderate (80%) income levels; and
- Complete the Project Summary form, checking *Direct Benefit Only* in item 14.

## LMI Housing

**Require information on household income and residency of homeowners (or renters and affordable rent levels, if applicable) to establish eligible LMI households or housing units. For multiple unit housing projects, over half of the units must benefit LMI households.**

Examples: Housing rehabilitation, including single- and multi-family residences occupied by owner or renter LMI households, and side service utility connections.

### **Required application documentation for Housing activities:**

- Describe the process for income qualifying households and ensuring residency,
- Breakdown the total number of households to benefit by those at the very low (30%), low (50%) and moderate (80%) income levels; and
- Complete the Project Summary form, checking *Direct Benefit Only* in item 14.

OR

## LMI Jobs

**Directly result in the creation or retention of jobs, at least 51 percent of which, on a full-time equivalent (FTE) basis, are documented as either *held by* LMI persons or made *available to* LMI persons.**

Example: Installation of public water/sewer lines to the site of a new distribution warehouse

Given the complexity of the CDBG requirements for job creation/retention projects, we strongly recommend you contact the CDBG Program for further guidance.

### **Required application documentation for Job Creation/Retention activities:**

- Describe the recruitment and hiring process,
- Submit a Hiring Agreement with DUNS number from the employer, and
- Complete the Project Summary Form, checking *Direct Benefit Only* in item 14.

The CDBG General Purpose Grant may not be the most appropriate CDBG fund for your housing or economic development project. It is recommended you contact the CDBG staff to discuss your project.

### ***Note the following special circumstances:***

If a proposed project, such as a community center, will have some space available for all service area residents and also some space for programs benefiting just lower income persons, then your application must document that at least 51 percent of the service area population meets the LMI criteria OR the percentage of total project costs to be paid with CDBG funds is no more than the percentage of space for programs benefiting just low- and moderate-income persons.

## **Activities to Prevent or Eliminate Slum or Blight**

If the primary purpose of your project is to prevent or eliminate slum or blight, AND the project does not principally benefit low- and moderate-income persons, then contact the CDBG Program for further guidance on meeting this alternative national objective.

## INCOME SURVEY WORKSHEET

*NOTE: This Income Survey Worksheet is required only when an income survey is being used to document benefit.*

To complete the worksheet, follow the instructions provided on each line. The survey sample size (line 2) must be of adequate size and sufficiently random to provide a statistically valid database, as defined by the CDBG Community Survey Guide. Income surveys must be conducted since January 2001 and represent the project's service area.

1. Enter the current estimated total number of households in the service area. \_\_\_\_\_
2. Enter the total number of households interviewed. \_\_\_\_\_
3. Enter the total number of low- and moderate-income households interviewed. \_\_\_\_\_
4. Enter the total number of persons living in the low- and moderate-income households interviewed. \_\_\_\_\_
5. Enter the total number of households interviewed in which the income was above the low- and moderate-income level. \_\_\_\_\_
6. Enter the total number of persons living in the households interviewed in which the income was above the low- and moderate-income level. \_\_\_\_\_
7. Divide Line 4 by Line 3. (This is the average size of low- and moderate-income households interviewed.) \_\_\_\_\_
8. Divide Line 6 by Line 5. (This is the average size of non low- and moderate-income households interviewed.) \_\_\_\_\_
9. Divide Line 3 by Line 2. (This is the approximate percentage of households interviewed that have low- and moderate-incomes.) \_\_\_\_\_
10. Divide Line 5 by Line 2. (This is the percentage of households interviewed that do not have low- and moderate-incomes.) \_\_\_\_\_
11. Multiply Line 1 by Line 9. (This is the estimate of the total number of low- and moderate-income households in the service area.) \_\_\_\_\_
12. Multiply Line 1 by Line 10. (This is the estimate of the total number of non low - and moderate-income households in the service area.) \_\_\_\_\_
13. Multiply Line 7 by Line 11. (This is the estimate of the total number of low- and moderate-income persons in the service area.) \_\_\_\_\_
14. Multiply Line 8 by Line 12. (This is the estimate of the total number of non low - and moderate-income persons in the service area.) \_\_\_\_\_
15. Add Line 13 and Line 14. (This is the estimate of the total number of persons in the service area.) \_\_\_\_\_
16. Divide Line 13 by Line 15, and multiply the resulting decimal by 100. (This is the approximate percentage of persons in the service area who have low- and moderate-incomes.) **List this percentage on the Project Summary.** \_\_\_\_\_

## COMMUNITY DEMOGRAPHICS

This information is required for the CDBG database, used by review teams to analyze and compare similar projects, and the basis for the following Title VI certification.

- a. Name of local government \_\_\_\_\_
- b. Population in local government \_\_\_\_\_
- c. Population in the project target area if smaller or larger than the local government boundaries (if a survey was conducted, Line 15 of the Income Survey Worksheet) \_\_\_\_\_
- d. Number of households in jurisdiction \_\_\_\_\_
- e. Number of households in the target area if smaller or larger than the jurisdiction (if a survey was conducted, Line 1 of the Income Survey Worksheet) \_\_\_\_\_
- f. Number of Hispanic or Latino residents \_\_\_\_\_
- g. Number of residents by racial origin (using HUD categories)
 

_____ White	_____ Native Hawaiian/Pacific Islander
_____ Black or African American	_____ American Indian/Alaskan Native/White
_____ Asian	_____ Asian/White
_____ American Indian/Alaskan Native	_____ Other
- h. \_\_\_\_\_ Number of female head of households
- i. \_\_\_\_\_ Number of elderly persons
- j. \_\_\_\_\_ % Unemployment rate of local government for the most current year

These data can be found at the 2000 U.S. Census Bureau website at [www.factfinder.census.gov](http://www.factfinder.census.gov):

- Enter the **city/town or county** and select **Washington**. Hit **GO**.
- Scroll down to the **General Characteristics**, select **show more**.
- (i) Look under **SEX AND AGE** for the number (or percentage) of persons 62 years and older.
- (h) Look under **HOUSEHOLDS BY TYPE** for the number (or percentage) of female householder.
- (f and g) Look under **RACE** and **HISPANIC OR LATINO RACE AND RACE** for the number (or percentage) of persons by racial origin or Hispanic/Latin background
- Use the numbers provided under the '**numbers**' column or apply the percentage for target populations that are smaller than the local government population. The Hispanic or Latino numbers should not be included in the total number of persons because they are not racial classifications.
- (j) For unemployment information, backup and select **Economic Characteristics**, **show more** and look under **EMPLOYMENT STATUS** for the Unemployed percentage under Civilian labor force. Or call the Labor Market and Economic Analysis [LMEA]: **1-800-215-1617**.



## TITLE VI CERTIFICATION

The (city/county) of \_\_\_\_\_ assures and certifies compliance with the following laws and regulations:

**Title VI of the Civil Rights Act of 1964, which states:**

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

**Section 1.4(b)(2)(I) of the regulations of the Department of Housing and Urban Development issued pursuant to Title VI which require:**

“A recipient, in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin.”

**1. For the project proposed in this application for CDBG funds, the minority populations reported on the application’s Community Demographics are:**

- ☐ Scattered throughout the community.
- ☐ Scattered throughout the community, with concentrations in the following areas or neighborhoods:
- ☐ Concentrated in the following areas or neighborhoods:

**2. The following opportunities were provided to protected groups to participate in and comment on the design of activities to be undertaken as part of this project (check all that apply):**

- ☐ Public hearing to review community development and housing needs
- ☐ Community meeting(s)
- ☐ Community survey
- ☐ Apply to be on a wait list for direct assistance
- ☐ Other:

**3. Will all residents of the service area benefit from this CDBG project?**

- ☐ Yes, all residents of the service area will benefit from the CDBG project. Go to 6.
- ☐ The following protected group(s) or minority populations residing in the area will not benefit from the CDBG project:

**4. The above populations that will not benefit from this CDBG project:**

- \_\_\_\_\_ Will receive similar services provided through existing programs. Go to 6.  
\_\_\_\_\_ Do not receive similar services provided through existing programs. (*Brief explanation*)

**5. For those protected groups that will not benefit from this CDBG, nor will receive similar services, the following plan identifies a timetable for providing such services in the future.**

- \_\_\_\_\_ No such services are planned for the following reasons: (*Brief explanation*)  
\_\_\_\_\_ Plan and timetable:

**6. The following steps will be taken to ensure benefits from the CDBG project are offered to all residents and protected groups within the community: (check all that apply)**

- \_\_\_\_\_ Protected groups will be informed of the opportunity to apply for direct assistance program funded by CDBG.  
\_\_\_\_\_ Protected groups will be informed of the availability of programs to be located in a CDBG funded facility.  
\_\_\_\_\_ A community meeting will be held to inform all residents of benefits resulting from the CDBG project.  
\_\_\_\_\_ A final public hearing to receive comment on the CDBG project will be conducted with outreach and accommodation for non-English speaking residents, if applicable.  
\_\_\_\_\_ Other:

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Certifying Official

This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator, city manager, or designated official as authorized by the CDBG Resolution of Certifications of Compliance). Please clearly state the official's name and title.



## SAMPLE RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE

WHEREAS, (*Insert name of city, town, or county here*) is applying to the state Department of Commerce for funding assistance;

WHEREAS, it is necessary that certain conditions be met as part of the application requirements;

WHEREAS, (*Insert the name of chief administrative official and title here*) is authorized to submit this application to the State of Washington on behalf of (name of city, town, or county);

NOW, THEREFORE, be it resolved that the (*Insert the name of city, town, or county here*) authorizes submission of this application to the state Department of Commerce to request \$ (amount of funding requested) to (project description), and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a)(2)(3) of the Housing and Community Development Act of 1974, as amended); and has complied with all public hearing requirements and provided citizens, especially low- and moderate-income persons, with reasonable advance notice of and the opportunity to present their views during the assessment of community development and housing needs, during the review of available funding and eligible activities, and on the proposed activities;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act; will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act or 1974, as amended; and

(*Insert name of city, town, or county here*) designates (*Insert name of city manager, county administrator, mayor here*) as the authorized Chief Administrative Official and the authorized representative to act in all official matters in connection with this application and (*Insert the name of city, town or county here*)'s participation in the State of Washington CDBG Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Attested \_\_\_\_\_ Date \_\_\_\_\_

## RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE INSTRUCTIONS

The applicant's local legislative body must pass a resolution authorizing the chief administrative official to submit the CDBG application to The Department of Commerce and certifying compliance with state and federal laws and specific program requirements. See Appendix C for a summary of these federal and state regulations.

Access the electronic version of this resolution on the CDBG website or retype the sample, inserting local and project specific information as indicated. The CDBG amount you list in the resolution must not be less than the actual amount request in the application budget. This resolution may be reformatted to meet the local government's requirements for official resolutions.

**The resolution must be signed by the authorized chief administrative official, and a signed copy must be included with the application.** The chief administrative official is the mayor, county commission chair, county administrator or city manager.

A resolution that references another project submitted previously for CDBG funding will not be accepted.

## DOCUMENTATION OF CITIZEN PARTICIPATION CONDUCTED

Detailed information on the CDBG citizen participation requirements is provided in Appendix B. Also, Appendix B includes the **required** CDBG Handouts for your public hearing (in English and Spanish), a sample public hearing notice, and a sample Grievance Procedure.

DOCUMENTATION TO BE SUBMITTED WITH THIS COMPLETED PAGE:
<ul style="list-style-type: none"><li>✓ A copy of the CDBG public hearing minutes, including a statement that the CDBG required handouts were distributed.</li><li>✓ A copy of the public hearing notice's affidavit of publication or a copy of the actual notice from the newspaper.</li><li>✓ The Outreach &amp; Accommodation for Non-English Speaking Residents Form below.</li><li>✓ A copy of the local government's adopted Grievance Procedure that will apply to the project (not an ADA Grievance Procedure).</li></ul>



## OUTREACH & ACCOMMODATION FOR NON-ENGLISH SPEAKING RESIDENTS FORM

This form documents the local government's determination whether additional outreach and accommodations for local non-English speaking residents are required and lists the outreach steps and accommodations provided. The federal regulations state that "public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." To meet the CDBG requirements for outreach and accommodation for non-English speaking residents, the local government must:

- ✓ Complete and submit this form with the application.
- ✓ Properly advertise the public hearing (see the sample public hearing notice's accommodation clause options), and
- ✓ Follow the public hearing notice by providing any necessary accommodations at the public hearing.

**Significant Population** - General guidance is if census data show more than 10 percent of the local government's population speaks English less than "very well" or if more than 10 percent of the project's targeted population speak English less than "very well," then it is reasonable to expect and encourage a significant number of non-English speaking residents to participate. In such cases, special outreach and accommodations are recommended to inform this population of the opportunity to receive information on the CDBG Program and input on the proposed project and parts B. and D. of this form should be implemented.

### **OUTREACH - Complete either section A. or B. as applicable.**

#### **A. To document that targeted outreach to non-English speaking residents was NOT necessary, check the box and provide any additional explanation:**

- ☐ Data on local non-English speaking populations, including 2000 Census data, demonstrate it is NOT reasonable to expect a significant number of non-English speaking residents to attend the CDBG public hearing.

**Explain below any local circumstances that contribute to your interpretation of the data:**

**If you were able to check the A. box above, you can skip portion B. and only complete C.**

**B. To document the outreach steps taken when it was expected non-English speaking residents would participate in the public hearing, check the boxes that apply:**

- ☐ The CDBG public hearing notice was advertised in an alternate language.
- ☐ The CDBG public hearing was announced on an alternate language radio or television station.
- ☐ The CDBG public hearing notice in an alternate language was posted in advance at the following locations to target the non-English speaking population:

<u>Location</u>	<u>Date Posted</u>
1.	
2.	
3.	
4.	

- ☐ Members of organizations and advocacy groups representing non-English speaking populations were invited to attend the CDBG public hearing.
- ☐ Leaders and interested parties from the minority community were directly invited to attend the CDBG public hearing.
- ☐ Other:

**ACCOMMODATIONS - Complete either C. or D. as applicable**

**C. For local governments where it was determined a significant number of non-English speaking residents were NOT expected to participate (A. box is checked above), the following minimum accommodation was made available:**

- ☐ The CDBG public hearing notice states that arrangements to reasonably accommodate the needs of special classes of citizens, including handicap accessibility or interpreter, will be made upon advance notice request. **Submit** a copy of the affidavit of publication or a copy of the actual notice from the paper to document.

**D. For local governments where a significant number of non-English speaking residents were expected to participate (B. box is checked above), the following accommodations were all made:**

- ☐ The CDBG public hearing notices state that an interpreter will be available (*even without advance request*). **Submit** a copy of the affidavit of publication or a copy of the actual notice from the paper; and
- ☐ CDBG public hearing handouts were available in the alternate language at the public hearing. Sample handouts in Spanish are available in Appendix B.
- ☐ Other:

## CONTACT LIST FOR PARTNERS AND INTERESTED PARTIES

PROGRAM	CONTACT PERSON	PHONE AND E-MAIL



# FLOODPLAIN REQUIREMENTS AND UTILITY RATE ANALYSIS

## FLOODPLAINS

a. Will the proposed project affect a floodplain?

☐ YES ☐ NO

b. Will the proposed project be located in a floodplain?

☐ YES ☐ NO

**If the answer to either (a) or (b) is YES, then the jurisdiction must be enrolled in the National Floodplain Insurance Program and documentation of enrollment must be provided with the application.**

**Note:** You can find floodplain maps online at <http://msc.fema.gov>.

---

## UTILITY RATE ANALYSIS

For **public facilities** and **comprehensive** proposals that include **public facilities** complete the following using the residential rate for all utilities.

a. Current average monthly residential rate for water, sewer and garbage:

Water \$\_\_\_\_\_ Sewer \$\_\_\_\_\_ Garbage \$\_\_\_\_\_

b. Anticipated average monthly residential rate for water, sewer and garbage after completion of project **without** CDBG assistance:

Water \$\_\_\_\_\_ Sewer \$\_\_\_\_\_ Garbage \$\_\_\_\_\_

c. Anticipated average monthly residential rate for water, sewer and garbage after completion of project **with** CDBG assistance:

Water \$\_\_\_\_\_ Sewer \$\_\_\_\_\_ Garbage \$\_\_\_\_\_

d. Month/year of most recent increase for each utility:

Water \$\_\_\_\_\_ Sewer \$\_\_\_\_\_ Garbage \$\_\_\_\_\_

e. Amount and percent of most recent increase:

Water \$\_\_\_\_\_ Sewer \$\_\_\_\_\_ Garbage \$\_\_\_\_\_

Water \_\_\_\_\_% Sewer \_\_\_\_\_% Garbage \_\_\_\_\_%





## WORK PLAN

When do you expect activities to be completed? Please document month and year.

*You can use the "Other" lines or insert lines for additional tasks. If your project will involve more than one bid/construction process, add additional lines for each construction phase.*

Tasks	Responsible Party	Start Date	End Date
Establish Administrative Systems			
Negotiate Grant Agreement with Commerce			
Establish Subrecipient Agreement, if applicable			
Procure Professional Services			
Obtain Site Control			
Complete Cultural/Historical Resources Review			
Complete NEPA/SEPA Environmental Review			
Complete Architectural/Engineering Design			
Obtain Permits			
Prepare Bid Documents/Solicit Bids			
Award Construction Contract			
Start Construction			
Submit First Week Labor Standards Package			
Monitor Engineer And Contractor (ongoing)			
Complete Construction			
Conduct Final Public Hearing			
Project in Use – Occupancy			
Close Out Contract			
Other:			
Other:			
Other:			
Other:			



## BUDGET FORMS AND INSTRUCTIONS

There are three budget components in this application:

- 1) Budget Assumptions (no format is provided with this application)
- 2) Project Budget Form
- 3) Operations Budget Form (public facility or community facility activities only)

All applicants **must** complete budget components 1 and 2. An operating budget, (component 3) is only necessary for public facility and capital facility activities.

### COMPONENT 1. BUDGET ASSUMPTIONS INSTRUCTIONS

It is important to tell us how you built the budget, explaining how you derived costs for each line of the budget form. Your assumptions should include:

- Why this budget reasonable and appropriate, considering the scope, substance, and duration of the proposed project?
- The basis and assumptions behind the activity cost calculations? Be detailed and specific.
- Detail on any equipment purchases over \$300.
- Source documentation of the costs, such as an engineer's preliminary cost detail. If lengthy, these documents can be referenced and included as an attachment in the application.

Operating budget assumptions should give the data and source behind projections, and show how you will continue to operate the facility and provide services after the project is completed.

#### **PROVIDE THOROUGH BUDGET ASSUMPTIONS FOR EACH ACTIVITY COST**

*Add pages as needed to complete your assumptions.*



PROJECT BUDGET					
Funding Status	Source 1	Source 2	Source 3	Source 4	Totals
<b>Are the sources committed?</b> If not, give a date when commitment expected.	CDBG	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Activity Costs</b>					
General Administration (CDBG contract execution, files and record keeping, civil rights compliance)					
Project Administration (Project Manager, Consultant Fees)					
Environmental Review					
Architectural Fees					
Engineering Fees					
Acquisition					
Relocation					
Sewer Improvements					
Water Improvements					
Private Water/Sewer Side Connections					
Street and Sidewalk Improvements					
Community Facility					
Fire Protection Facility					
Housing Rehabilitation					
Architectural Barrier Removal					
Commercial/Industrial Facility					
ED Revolving Loan Fund					
Other:					
Other:					
<b>Totals</b>					

***Use a second copy of this form if you have more than 4 funding sources***

## COMPONENT 2. PROJECT BUDGET FORM INSTRUCTIONS

Provide the total budget of the proposed CDBG project, subdivided by activity costs. Request only the level of funding needed to carry out the project. The grant request must be sufficient either by itself or included with other proposed funding sources to assure effective administration and completion of the proposed project within the contract period.

**Source** - List the allocation of CDBG funds among activity costs in the Source 1 column. One recommended approach is to target CDBG funds towards fewer activities, limiting the need to meet federal procurement and fund tracking requirements. An example would be for CDBG to fund only construction and not engineering. For local budgeting purposes, the Catalog of Federal Assistance (CFDA) number for the state CDBG program is 14.228.

State the name of another funding source in each column and list its allocation among the activity costs. Generally, Source 2 should be the local government's contribution, including in-kind resources.

**Funding Status** - For each funding source, indicate whether there is a firm funding commitment or, if not, when a firm commitment is expected.

**General Administration** - All applicants must complete this administrative activity cost, whether they are requesting CDBG funds for administration or not. General Administration costs can be covered through local or in-kind contributions. Additional CDBG for administration is generally not available during the life of the project. In addition to identifying administrative expenditures, this information will guide the grant agreement's budget and future project monitoring if your proposal is funded.

Eligible General Administration activities include:

- The local government staff responsible for CDBG general administration's attendance at the grant management workshop
- Review and execution of the CDBG grant agreement
- Establishment of CDBG files and record keeping
- Compliance with civil rights activities including fair housing activities, Section 504, ADA, and Title VI
- Subrecipient oversight and monitoring
- Grant close-out activities

Costs to detail in the Budget Assumptions and to include when computing the General Administration activity costs include:

- Personnel - Compute all salaries, wages, and fringe benefits to be paid for general administration of the grant.
- Office Costs - Compute the costs of supplies. Include postage, telephones, equipment leasing, printing and publication, and office costs. Publishing the CDBG-required fair housing resolution can be costly and should be considered when preparing your budget.
- Professional Services - Compute legal, audit and other general administrative costs provided through professional service contracts, rather than staff. Generally, engineering and other technical services are entered under engineering and project administration activity costs.

If funded, these costs must be supported by payroll records, invoices, etc. before grant reimbursement. Please contact CDBG staff if you have questions on administrative costs.

General Administration activity costs do not include the administrative costs for implementing the project activities, such as construction management, which is a project administration

activity cost. General Administration does not include any costs associated with the preparation of a CDBG application, which are ineligible for CDBG funding.

**Project Administration** - Enter all costs which are directly related to project implementation and carrying out the CDBG project. Eligible project administration activities include, but are not limited to:

- Attendance at the CDBG grant management workshop
- Processing payment vouchers
- Ensuring labor standards compliance
- Processing resident requests for direct assistance and conducting inspections

**Environmental Review** - Enter all costs for conducting SEPA and NEPA environmental reviews and preparing environmental review documents. Publishing environmental review findings for local comments can be costly and should be considered when preparing the budget.

**Architectural Fees** - Enter all costs associated with the use of an architectural firm.

**Engineering Fees** - Enter the total engineering costs associated with the project.

**Acquisition** - Enter total purchase price and include the appraisal costs in addition to any closing costs associated with the acquisition of property. Explain all costs listed in the budget assumptions.

**Relocation** - Enter all costs associated with relocation. If you are unsure if relocation is applicable, contact the CDBG staff.

**Sewer Improvements** - Enter all costs associated with construction or reconstruction of the sewer system. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Water Improvements** - Enter all costs associated with construction or reconstruction of the water system. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Private Water/Sewer Side Connections** - Enter all costs associated with construction or reconstruction of the water/sewer side connections on private property. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Street and Sidewalk Improvements** - Enter all costs associated with construction or reconstruction of streets and sidewalks. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Community Facility** - Enter all costs associated with construction or renovation of a community facility. Include construction contingency costs and taxes. If there are associated project

Project management and the environmental review can be conducted by staff or by a consultant. To be eligible for CDBG reimbursement, staff must maintain payroll records or a consultant must be procured following CDBG requirements.

To be eligible for CDBG reimbursement, professional service consultants must be procured following CDBG requirements.

administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Fire Protection Facility** - List all costs associated with construction or renovation of a fire protection facility. In some cases, this can include the cost of fire protection equipment or fire protection vehicles. This does not include hydrants or fire flow costs, which are to be listed as water improvements. Explain all fire protection activity costs in the budget assumptions.

**Housing Rehabilitation** - Enter all costs associated with housing rehabilitation. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead. Explain all housing activity costs in the budget assumptions.

**Architectural Barrier Removal** - If the CDBG project is to only address the removal of architectural barriers to bring facilities into compliance with the Americans with Disabilities Act, list those costs here.

**Commercial/Industrial Facility** - Enter all costs associated with commercial or industrial activities as part of an economic development project. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Economic Development Revolving Loan Fund** - List costs associated with setting up or retaining an economic development revolving loan fund program, such as a microenterprise assistance program. List project administration costs under that activity cost line and microenterprise technical assistance costs under Other. Explain all costs in the budget assumptions.

**Other** - List costs associated with any other activity not listed above, such as microenterprise technical assistance, public services, demolition, etc. Explain all activities in the budget assumptions.

**Totals** - Enter a CDBG total and the totals for each funding source including the local government's cash and in-kind contribution at the bottom of the respective columns. Enter the totals for each activity cost line at the far right column. And calculate the total project cost. These totals must match those amounts listed on your application's Project Summary.



OPERATIONS BUDGET					
Budget Year beginning date:					
REVENUES	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
User Fees					
Grants					
Municipal Budget Allocation					
Other Sources					
Total Annual Revenues					
OPERATING EXPENSES					
Salary, Wages, Benefits					
Insurance					
Utilities					
Operating Reserve					
Travel/Training					
Office Equipment/Supplies					
Marketing and Advertising					
Loan Repayments					
Repairs					
Services - Contracts					
Maintenance Supplies					
Replacement Reserve					
Other Expenses (specify)					
<b>Total Annual Operating Expenses</b>					

### COMPONENT 3. OPERATIONS BUDGET INSTRUCTIONS

An Operations Budget is required for each community facility and public facility proposal and any other facilities-based project that will continue operating after CDBG funding is completed.

Instructions:

#### Budget Year

Enter the beginning and ending dates of the Budget Year in the spaces provided. Start the budget year after project completion.

#### Revenues

Under Line 1, enter expected annual revenues from user fees, by type of user fee.

Under Line 2, enter expected annual grant amounts, by specific grant source.

Under Line 3, enter anticipated budget allocations from local units of government, by jurisdiction.

Under Line 4, detail Other Revenue Sources in the spaces provided.

Enter the Total Annual Revenues.

#### Expenses

Under Line 1 through 12, enter the amounts of all expenses and contingency funds for items listed. Under Line 13, detail Other Expenses in the spaces provided.

Enter Total Annual Operating Expenses.

Total Annual Revenues should meet or exceed Total Annual Operating Expenses. If Total Annual Operating Expenses exceed expected Total Annual Revenues, describe in the budget assumptions how the facility will maintain operation.

Note: Explain each line item on the Operations Budget Form in the budget assumptions.

# SECTION 2

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## NARRATIVES

This section contains specific questions and rating criteria that must be addressed in your narrative statements. More points will be assigned to applications with quantifiable statements backed up by supporting documentation.

1. Need Statement
2. Capacity Statement
3. Readiness Statement
4. Results Statement

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). If you need an electronic form please call (360) 725-3019.



## NARRATIVE INSTRUCTIONS

All applications must demonstrate that proposed projects meet the following conditions:

- There is a compelling need for public assistance.
- A feasible technical solution to the problem or opportunity being addressed has been identified and agreed to by affected citizens, the local government, and the appropriate regulatory agencies.
- There is a clear and feasible plan for implementing the project and maintaining its operation into the foreseeable future.
- There is credible evidence that the results will be commensurate to the amount of public funds requested.

The application narrative is one of the most critical parts of your CDBG application. Your narrative statements must tell the story of a project well enough for Commerce to invest limited federal funds and for competitive CDBG applications to be compared. Rating and scoring criteria and questions are formulated to help you the highest possible score.

The responses to narrative questions will be rated using specific criteria that cover need for the project, capacity of the applicant to implement and support the project, readiness to proceed with implementation, and results if funded. Together, these four statements form the basis of any good project – not just a CDBG project.

Rating criteria are presented at the beginning of each statement or narrative section, followed by a list of questions. The questions relate directly to the criteria and are meant to clarify what specific information is needed in order for an application to be given a score. Inadequate or missing information will result in a lower score.

Use the questions as a guide to organize information. The questions should not require the assistance of a professional grant writer. By working the questions sequentially, you be able to see where the project is strong or weak in terms of its overall development.

Staff will assign a maximum of 100 points to each application. To be funded an application must receive a score of 65 points or greater according to the criteria that precede the four narrative statements. We may contact people whose names are provided on the project Contact List or other experts to verify information in an application.



## NEED Statement



**Your “NEED” statement will be evaluated on a competitive basis against other projects (25 POINTS) based on:**

- The clarity of the need - including whether it is substantiated with data and documentation, and the credibility of the documentation.
- Degree to which the proposed project is consistent with past planning efforts, or if not, the clear reason why.
- A comparison of the relative hardship and the frequency of the identified need.
- Number and economic status of individuals affected by the need, including both the impact on the community at large and the impact on low- and moderate-income persons in particular.
- The level of urgency to address the need – including whether it has been ordered as part of a mandated corrective action.
- Estimation of what would happen if nothing were done.

**Answer the following questions unless otherwise indicated. Answer clearly and succinctly and provide data to support your answers:**

**1. What is the need or problem to be addressed?**

- Define the geographic area and include a map of the local government and the service area for the proposed project.

**2. Who is affected and how?**

- Tell us the total number of people and any relevant demographic description of the community
- How are the people affected and what daily hardships do they face due to the problem to be addressed?
- How are low- and moderate-income persons specifically impacted?

**3. What official orders or regulatory requirements relate to this project?**

- Have you met with the regulatory agency? If so, with whom and what was the result? List contact information on the application's Contact List.
- Provide copies of relevant correspondence as an attachment to your application.

**4. What plans, studies, reports, or other data explain the need?**

- How is this need identified in your comprehensive plan or other local government plans?
- How is the need further documented by studies, reports or other data?
- List the documents here and provide excerpts of the relevant sections as an attachment to your application.

**5. What recommendations from these plans and documents led to the prioritization and development of your proposed project?**

- How is this project consistent with your comprehensive plan or recommendations within local planning documents?
- Provide excerpts of the plans' and studies' recommendations as attachments to your application.

**6. What was the process used to select this project?**

- How was the proposal developed? Include key people, target groups, organizations consulted and the process used to involve the public.

***FOR HOUSING REHABILITATION PROPOSALS:***

**7. Describe the age and condition of the housing stock within the local government or target area.**

**8. Provide the vacancy rate for both owner-occupied and rental housing in your target area.**

***FOR MICROENTERPRISE ASSISTANCE PROPOSALS:***

**9. Describe the geographical "region" you will be working in.**

**10. Document and describe the results of market research that supports the need for microenterprise assistance including types of assistance and target clients in your community.**

**11. Describe the demand for the program and market, economic, social, political or industry factors that will potentially affect the success of the venture.**



## CAPACITY Statement



**Your “CAPACITY” statement will be evaluated on a competitive basis against other projects (25 POINTS) based on:**

- Whether or not the local government (and subrecipient if applicable) has the organizational/financial capacity and authority to address the need on its own.
- Financial need – including whether the community is sufficiently contributing towards the project (given its capacity in terms of revenues, debt capacity, potential user fees, staff resources, leveraged funds, etc.).
- Past efforts and attempts to address the need.
- Capacity of the local government (or subrecipient) to operate and manage the project into the foreseeable future.

**Answer the following questions unless otherwise indicated. Answer clearly and succinctly and provide data to support your answers.**

**1. Will there be a subrecipient?**

- If yes, what is the name of the organization?
- Describe how you have worked together in the past.
- How will you provide oversight and monitor the subrecipient for this project?

Attach the subrecipient’s last annual audit (including operating budget)

**2. What steps have you (and the subrecipient, if applicable) taken so far to address this need?**

- What other funding have you applied for to support this proposed project?
- How long have you been working toward planning or implementing this project and what have you accomplished so far?

**3. What resources will you (and the subrecipient, if applicable) contribute to the project? How did you determine the level of grant needed?**

- Include revenue, staff, and equipment.

**4. How will you manage the project and keep on track with the work plan in this application?**

- What are the qualifications of the person who will manage the project?
- How will grant administration and project management be coordinated between local government staff?

**5. How will the community support the on-going operations and maintenance of the project for at least ten years?**

**6. Does the local government currently have unexpended CDBG program income from an open or closed prior project?**

- If so, how much and from what sources?

- Since in most cases local CDBG program income is to be used before drawing down additional CDBG funds, describe your process for tracking and using program income.

## READINESS Statement



**Your “Readiness” statement will be evaluated on a competitive basis against other projects (25 POINTS) based on:**

- Certainty that the project as proposed is technically feasible, cost effective, and the most appropriate alternative.
- Whether or not the necessary relationships between the organizations needed to make the project work in the long-term are clearly established and appropriate.
- Documentation demonstrating strong agreement among all interested and affected parties that the project as proposed is necessary and appropriate.
- Extent to which all necessary financial and non-financial project participants are firmly committed and involved at the point of application.
- Evidence that the time between contract award and the point at which the public benefits will begin is minimal.
- Thoroughness and reasonableness of the Budget Assumptions and Budget Forms.
- Completeness of the Work Plan narrative and Work Plan Form

**Answer the following questions unless otherwise indicated. Answer clearly and succinctly and provide data to support your answers.**

**1. What is the proposed project?**

- List all essential components.
- If the project is phased, briefly describe how the CDBG-funded activities fit within this phased approach.

**2. What other technical options were considered to address the need and why is your proposed option the best?**

**3. If relevant, are regulatory agencies in agreement that the proposed solution is the right solution?**

- Provide copies of relevant correspondence as an attachment to your application.

**4. Are all needed funds firmly committed to this project except for the amount requested in this application? If not, when will you have commitments?**

- Provide copies of commitments from funding sources as attachments to your application.

**5. If applicable, do you have site control for this project?**

- If you answered no and the question is applicable, describe how and when a site will be secured.
- Has this property been occupied by anyone other than the owner over the last 12 months? If so, describe the circumstances.

**6. What permits are required and are they all in hand?**

- If you answered no and the question is applicable, describe how your work plan addresses the timing of permit completion.

**7. Is the project ready to proceed? If not, what else must be done?**

- What could delay this project?
- What obstacles do you face that could affect the success of this project if funded, and describe how your work plan addresses these obstacles.

***FOR HOUSING REHABILITATION PROPOSALS***

**8. Describe the housing rehabilitation program, including:**

- Whether you will offer grants, loans, or some combination to owners.
- If you will focus on owner-occupied or rental housing.
- How the program is integrated with weatherization funds available through your local Community Action Agency.
- Your waiting list of homes ready to be rehabilitated.
- How you will manage program income.

**9. Describe what rehabilitation standards will be applied to this project.**

**10. Describe how your rehabilitation program will comply with federal lead-based paint evaluation and hazard reduction requirements of 24 CFR Part 35, Subpart J-Rehabilitation.**

As a minimum, identify your plan for paint testing, training and certification of staff and methods for insuring that all rehabilitation units will be free of lead-based paint hazards.

***FOR MICROENTERPRISE ASSISTANCE PROPOSALS***

**11. Describe the microenterprise assistance program, including:**

- Details on the type of financial, technical assistance and training to be offered.
- The type of client you will be targeting and the self-selecting techniques to be incorporated into program design.
- Your eligibility and underwriting criteria.
- The standards for loan terms and conditions.
- Your strategy for mitigating the lending risk associated with microlending.
- The processes and procedures for making loans decisions, portfolio management, and loan workouts. (If available, existing program policies and procedures can be attached.)
- How the program is integrated with other local or regional economic development assistance.
- Your marketing/outreach plan.
- How you will manage program income.

## RESULTS Statement



**Your “Results” statement will be evaluated on a competitive basis against other projects (25 POINTS) based on:**

- Degree of certainty that the project will have the desired impact and will address the need in the way and to the level it was intended.
- The project’s benefit to persons and households both above and below the LMI level within the intended service area.
- Methods that will be used to measure results and how this information will be used and reported.
- Return on Investment - Degree of certainty the project will produce outputs<sup>1</sup> and outcomes<sup>2</sup> that are commensurate with the amount of public resources provided and secured.

**Answer the following questions unless otherwise indicated. Answer clearly and succinctly and provide data to support your answers.**

- 1. How will you measure progress of this project?**
- 2. How will the proposed project impact the level of need and make a difference in the community and to low- and moderate-income persons?**
  - Include how the project will support the creation/retention of jobs in the short- and long-term.
  - The project impact in the community can include both direct and indirect benefits.
- 3. How will you assess the performance of this project as it relates to the specific needs identified in your “Need Statement”?**
  - What are your key measures of success for this project?
  - How will pre- and post-data compare?
  - How are the expected outcomes and outputs commensurate with the amount of CDBG funds requested?
- 4. What are the short and long-term outcomes expected especially for people with low and moderate incomes?**
  - What are the impact on rates, if applicable?
  - How will services be improved?

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<sup>1</sup> Outputs = Things that you can count (quantity). For example, the number of people to be served by a project.

<sup>2</sup> Outcomes = How people will benefit from the project (quality). For example, what difference will the project make in an individual’s life?



# SECTION 3

## APPENDICES

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This section contains reference material to help you understand CDBG requirements that may be new to you and to complete the application.

### A. Eligibility

1. Map and List of Local Governments Served by the State CDBG Program
2. Local Governments with 51 Percent or Greater LMI Population
3. 2009 Income Limits
4. List of Eligible Activities - Housing and Community Development Act

### B. Citizen Participation

1. Detailed Information on Citizen Participation Requirements
2. Sample Public Hearing Notice
3. Sample Grievance Procedure
4. Public Hearing Handout – CDBG Fact Sheet (English)
5. Public Hearing Handout – Citizen Participation Regulations (English)
6. Public Hearing Handout – CDBG Fact Sheet and Citizen Participation Regulations (Spanish)

### C. Federal and State Regulations

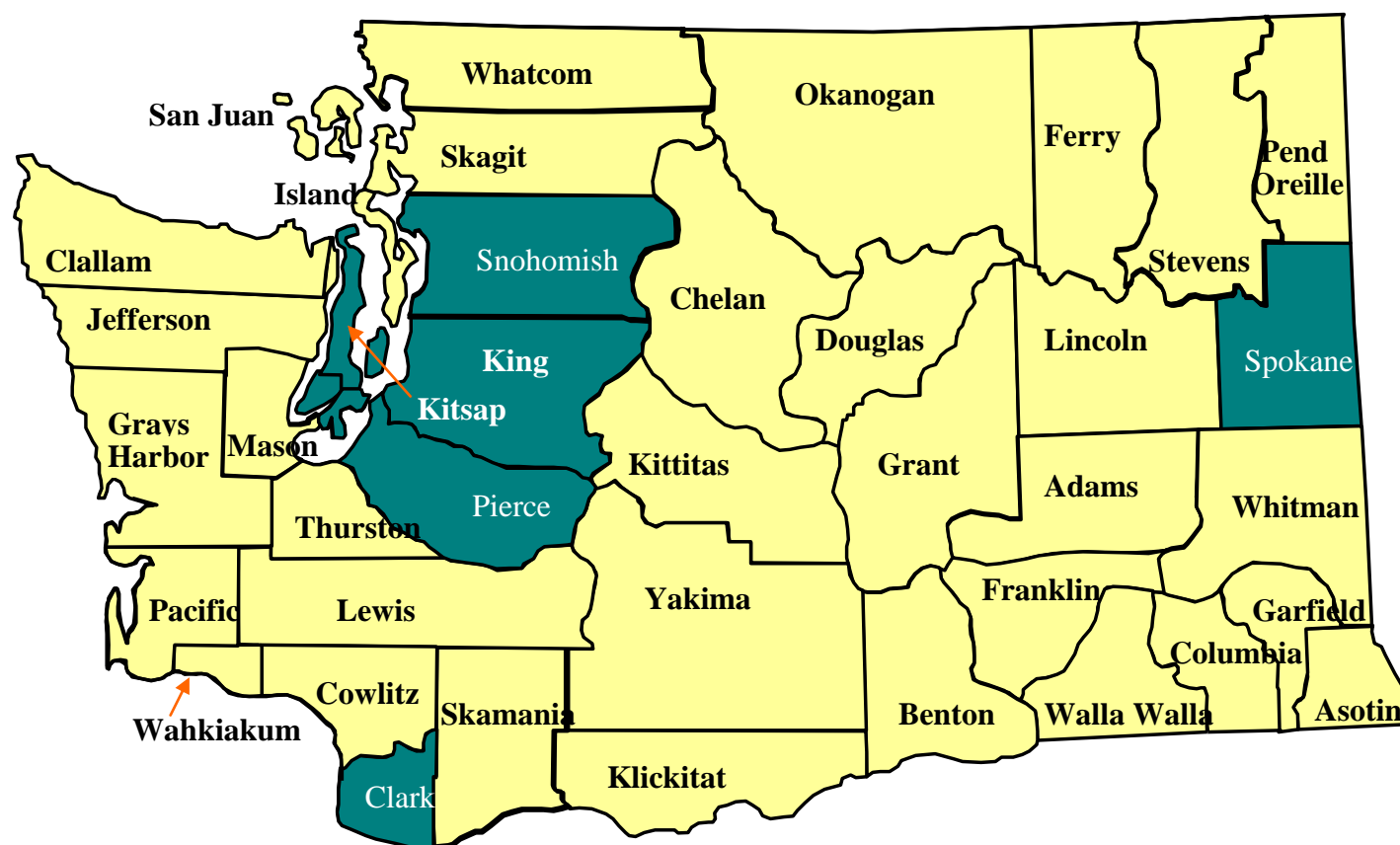
All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). If you need an electronic form please call (360) 725-3019.





# **LOCAL GOVERNMENTS SERVED BY THE STATE CDBG PROGRAM (in yellow)**

This map and the following lists show those local governments ineligible for state CDBG funds because they are “entitled” to receive CDBG funds directly from HUD, and those local governments eligible for state CDBG funds but “non-entitled” to receive CDBG funds directly from HUD. The entitlement status is based on population and HUD qualification. This map can be a useful reference, but a complete list of those local governments served by the state CDBG program is on the next two pages.



<p><span style="display:inline-block; width:10px; height:10px; background-color:yellow; border:1px solid black;"></span> Non-Entitlement Counties</p> <p>These counties and the cities/towns in these counties, except the 8 listed to the right, are served by the state CDBG program.</p>	<p><span style="display:inline-block; width:10px; height:10px; background-color:teal; border:1px solid black;"></span> Entitlement Counties</p> <p>These 6 counties and the cities/towns in these counties are not served by the state CDBG program.</p>	<p>Entitlement cities not served by the state CDBG program, but in non-entitlement counties:</p> <ul style="list-style-type: none"> <li>• Anacortes</li> <li>• Bellingham</li> <li>• Longview</li> <li>• Olympia</li> <li>• Mount Vernon</li> <li>• Tri-Cities</li> <li>• Wenatchee</li> <li>• Yakima</li> </ul>
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## Local Governments Served by the State CDBG Program

### Cities & Towns:

Aberdeen	Ephrata	Mesa	Roslyn
Albion	Everson	Metaline	Royal City
Almira	Farmington	Metaline Falls	Sedro Woolley
Asotin	Ferndale	Montesano	Selah
Benton City	Forks	Morton	Sequim
Bingen	Friday Harbor	Moses Lake	Shelton
Blaine	Garfield	Mossyrock	Soap Lake
Brewster	George	Moxee	South Bend
Bridgeport	Goldendale	Naches	South Cle Elum
Bucoda	Grand Coulee	Napavine	Sprague
Burlington	Grandview	Nespelem	Springdale
Cashmere	Granger	Newport	St. John
Castle Rock	Hamilton	Nooksack	Starbuck
Cathlamet	Harrah	North Bonneville	Stevenson
Centralia	Harrington	Northport	Sumas
Chehalis	Hartline	Oak Harbor	Sunnyside
Chelan	Hatton	Oakesdale	Tekoa
Chewelah	Hoquiam	Oakville	Tenino
Clarkston	Ilwaco	Ocean Shores	Tieton
Cle Elum	Ione	Odessa	Toledo
Colfax	Kahlotus	Okanogan	Tonasket
College Place	Kalama	Omak	Toppenish
Colton	Kelso	Oroville	Tumwater
Colville	Kettle Falls	Othello	Twisp
Conconully	Kittitas	Palouse	Union Gap
Concrete	Krupp	Pateros	Uniontown
Connell	Lacey	Pe Ell	Vader
Cosmopolis	La Conner	Pomeroy	Waitsburg
Coulee City	La Crosse	Port Angeles	Walla Walla
Coulee Dam	Lamont	Port Townsend	Wapato
Coupeville	Langley	Prescott	Warden
Creston	Leavenworth	Prosser	Washtucna
Cusick	Lind	Pullman	Waterville
Davenport	Long Beach	Quincy	West Richland
Dayton	Lyman	Rainier	Westport
East Wenatchee	Lynden	Raymond	White Salmon
Electric City	Mabton	Reardan	Wilbur
Ellensburg	Malden	Republic	Wilson Creek
Elma	Mansfield	Ritzville	Winlock
Elmer City	Marcus	Riverside	Winthrop
Endicott	Mattawa	Rock Island	Yelm
Entiat	McCleary	Rosalia	Zillah

**Counties:**

Adams	Ferry	Klickitat	Skagit
Asotin	Franklin	Lewis	Skamania
Benton	Garfield	Lincoln	Stevens
Chelan	Grant	Mason	Thurston
Clallam	Grays Harbor	Okanogan	Wahkiakum
Columbia	Island	Pacific	Walla Walla
Cowlitz	Jefferson	Pend Oreille	Whatcom
Douglas	Kittitas	San Juan	Whitman
			Yakima

**Local Governments Not Served by the State CDBG Program****Cities and Towns:**

Airway Heights	Edgewood	Medical Lake	Sea Tac
Algona	Edmonds	Medina	Seattle
Anacortes	Enumclaw	Mercer Island	Shoreline
Arlington	Everett	Mill Creek	Skykomish
Auburn	Fairfield	Millwood	Snohomish
Bainbridge Island	Federal Way	Milton	Snoqualmie
Battle Ground	Fife	Monroe	South Prairie
Beaux Arts Village	Fircrest	Mount Vernon	Spangle
Bellevue	Gig Harbor	Mountlake	Spokane
Bellingham	Gold Bar	Terrace	Spokane Valley
Black Diamond	Granite Falls	Mukilteo	Stanwood
Bonney Lake	Hunts Point	Newcastle	Steilacoom
Bothell	Index	Normandy Park	Stevenson
Bremerton	Issaquah	North Bend	Sultan
Brier	Kennewick	Olympia	Sumner
Buckley	Kent	Orting	Tacoma
Burien	Kenmore	Pacific	Tukwila
Camas	Kirkland	Pasco	University Place
Carbonado	La Center	Port Orchard	Vancouver
Carnation	Lake Forest-	Poulsbo	Washougal
Cheney	Park	Puyallup	Waverly
Clyde Hill	Lake Stevens	Redmond	Wenatchee
Covington	Lakewood	Renton	Wilkeson
Darrington	Latah	Richland	Woodinville
Deer Park	Liberty Lake	Ridgefield	Woodland
Des Moines	Longview	Rockford	Woodway
Du Pont	Lynnwood	Roy	Yacolt
Duvall	Maple Valley	Ruston	Yakima
Eatonville	Marysville	Sammamish	Yarrow Point

**Counties:**

Clark	Kitsap	Skamania
King	Pierce	Snohomish
		Spokane

**LOCAL GOVERNMENTS  
WITH 51 PERCENT OR GREATER LMI POPULATION**  
(Based On HUD's 2000 Census Data)

NAME	LMI Population	TOTAL Population	LMI Percentage
Almira.....	173.....	321.....	53.9.....
Benton City.....	1,318.....	2,533.....	52.0.....
Bingen.....	435.....	652.....	66.7.....
Brewster.....	1,520.....	2,125.....	71.5.....
Bridgeport .....	1,453.....	2,099.....	69.2.....
Bucoda.....	404.....	648.....	62.3.....
Chelan.....	1,923.....	3,532.....	54.4.....
Chewelah .....	1,155.....	2,129.....	54.3.....
Clarkston.....	3,894.....	7,067.....	55.1.....
Cle Elum .....	922.....	1,787.....	51.6.....
Conconully .....	124.....	209.....	59.3.....
Concrete .....	497.....	832.....	59.7.....
Connell.....	1,375.....	2,403.....	57.2.....
Coupeville .....	875.....	1,610.....	54.3.....
Creston .....	121.....	230.....	52.6.....
Cusick .....	150.....	211.....	71.1.....
Ellensburg .....	8,027.....	13,234.....	60.7.....
Entiat.....	502.....	959.....	52.3.....
Everson.....	1,059.....	2,043.....	51.8.....
George.....	368.....	510.....	72.2.....
Goldendale.....	1,996.....	3,665.....	54.5.....
Grand Coulee.....	506.....	878.....	57.6.....
Granger.....	1,811.....	2,586.....	70.0.....
Hamilton.....	194.....	330.....	58.8.....
Hartline.....	79.....	142.....	55.6.....
Hatton .....	65.....	118.....	55.1.....
Hoquiam.....	4,724.....	8,977.....	52.6.....
Ione.....	302.....	506.....	59.7.....
Kahlotus .....	143.....	257.....	55.6.....
Kelso.....	6,133.....	11,730.....	52.3.....
Kettle Falls .....	838.....	1,553.....	54.0.....
Kittitas .....	708.....	1,130.....	62.7.....
Krupp .....	47.....	78.....	60.3.....
Lamont.....	66.....	91.....	72.5.....
Long Beach.....	707.....	1,268.....	55.8.....
Mabton.....	1,279.....	1,911.....	66.9.....
Malden .....	139.....	213.....	65.3.....
Mattawa .....	2,029.....	2,703.....	75.1 .....



## LOCAL GOVERNMENTS WITH 51 PERCENT OR GREATER LMI POPULATION

NAME	LMI Population	TOTAL Population	LMI Percentage
Mesa .....	269 .....	441 .....	61.0 .....
Metaline .....	118 .....	179 .....	65.9 .....
Metaline Falls .....	118 .....	199 .....	59.3 .....
Mossyrock .....	253 .....	463 .....	54.6 .....
Nespelem .....	107 .....	165 .....	64.8 .....
Newport .....	1,093 .....	1,808 .....	60.5 .....
North Bonneville .....	417 .....	659 .....	63.3 .....
Northport .....	212 .....	343 .....	61.8 .....
Oak Harbor .....	12,622 .....	19,797 .....	63.8 .....
Oakville .....	346 .....	640 .....	54.1 .....
Okanogan .....	1,240 .....	2,281 .....	54.4 .....
Omak .....	2,482 .....	4,461 .....	55.6 .....
Oroville .....	1,005 .....	1,630 .....	61.7 .....
Othello .....	3,172 .....	5,700 .....	55.6 .....
Pe Ell .....	391 .....	688 .....	56.8 .....
Pullman .....	11,621 .....	19,792 .....	58.7 .....
Quincy .....	2,951 .....	5,116 .....	57.7 .....
Raymond .....	1,516 .....	2,754 .....	55.0 .....
Republic .....	558 .....	978 .....	57.1 .....
Riverside .....	217 .....	349 .....	62.2 .....
Rock Island .....	467 .....	883 .....	52.9 .....
Royal City .....	1,133 .....	1,840 .....	61.6 .....
Sequim .....	2,109 .....	4,086 .....	51.6 .....
Soap Lake .....	1,082 .....	1,695 .....	63.8 .....
South Bend .....	963 .....	1,809 .....	53.2 .....
Springdale .....	202 .....	316 .....	63.9 .....
Starbuck .....	85 .....	115 .....	73.9 .....
Stevenson .....	676 .....	1155 .....	58.5 .....
Sumas .....	572 .....	965 .....	59.3 .....
Sunnyside .....	8,704 .....	13,869 .....	62.8 .....
Tenino .....	829 .....	1,448 .....	57.3 .....
Tieton .....	590 .....	1,131 .....	52.2 .....
Toledo .....	312 .....	612 .....	51.0 .....
Tonasket .....	557 .....	880 .....	63.3 .....
Toppenish .....	5,799 .....	8,781 .....	66.0 .....
Union Gap .....	2,806 .....	5,479 .....	51.2 .....
Vader .....	344 .....	617 .....	55.8 .....
Wapato .....	3,182 .....	4,575 .....	69.6 .....
Warden .....	1,462 .....	2,540 .....	57.6 .....
Wilson Creek .....	147 .....	201 .....	73.1 .....
Winthrop .....	177 .....	324 .....	54.6 .....
Yelm .....	1,693 .....	3,303 .....	51.3 .....

## 2009 Income Limits

## Appendix A-3

County	%	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
ADAMS	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
ASOTIN	30	\$11,300	\$12,900	\$14,550	\$16,150	\$17,450	\$18,750	\$20,050	\$21,300
	50	\$18,850	\$21,500	\$24,200	\$26,900	\$29,050	\$31,200	\$33,350	\$35,500
	80	\$30,150	\$34,450	\$38,750	\$43,050	\$46,500	\$49,950	\$53,400	\$56,850
BENTON	30	\$13,600	\$15,550	\$17,500	\$19,450	\$21,000	\$22,550	\$24,100	\$25,650
	50	\$22,700	\$25,900	\$29,150	\$32,400	\$35,000	\$37,600	\$40,200	\$42,750
	80	\$36,300	\$41,500	\$46,650	\$51,850	\$56,000	\$60,150	\$64,300	\$68,450
CHELAN	30	\$11,950	\$13,700	\$15,400	\$17,100	\$18,450	\$19,850	\$21,200	\$22,550
	50	\$19,950	\$22,800	\$25,650	\$28,500	\$30,800	\$33,050	\$35,350	\$37,600
	80	\$31,900	\$36,500	\$41,050	\$45,600	\$49,250	\$52,900	\$56,550	\$60,200
CLALLAM	30	\$11,750	\$13,400	\$15,100	\$16,750	\$18,100	\$19,450	\$20,750	\$22,100
	50	\$19,550	\$22,300	\$25,100	\$27,900	\$30,150	\$32,350	\$34,600	\$36,850
	80	\$31,250	\$35,700	\$40,200	\$44,650	\$48,200	\$51,800	\$55,350	\$58,950
CLARK	30	\$14,700	\$16,800	\$18,900	\$21,000	\$22,700	\$24,350	\$26,050	\$27,700
	50	\$24,500	\$28,000	\$31,500	\$35,000	\$37,800	\$40,600	\$43,400	\$46,200
	80	\$39,200	\$44,800	\$50,400	\$56,000	\$60,500	\$64,950	\$69,450	\$73,900
COLUMBIA	30	\$11,950	\$13,650	\$15,350	\$17,050	\$18,400	\$19,800	\$21,150	\$22,500
	50	\$19,900	\$22,700	\$25,550	\$28,400	\$30,650	\$32,950	\$35,200	\$37,500
	80	\$31,800	\$36,350	\$40,900	\$45,450	\$49,100	\$52,700	\$56,350	\$60,000
COWLITZ	30	\$12,150	\$13,900	\$15,600	\$17,350	\$18,750	\$20,150	\$21,500	\$22,900
	50	\$20,250	\$23,100	\$26,000	\$28,900	\$31,200	\$33,500	\$35,850	\$38,150
	80	\$32,400	\$37,000	\$41,650	\$46,250	\$49,950	\$53,650	\$57,350	\$61,050
DOUGLAS	30	\$11,950	\$13,700	\$15,400	\$17,100	\$18,450	\$19,850	\$21,200	\$22,550
	50	\$19,950	\$22,800	\$25,650	\$28,500	\$30,800	\$33,050	\$35,350	\$37,600
	80	\$31,900	\$36,500	\$41,050	\$45,600	\$49,250	\$52,900	\$56,550	\$60,200
FERRY	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550



County	%	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
FRANKLIN	30	\$13,600	\$15,550	\$17,500	\$19,450	\$21,000	\$22,550	\$24,100	\$25,650
	50	\$22,700	\$25,900	\$29,150	\$32,400	\$35,000	\$37,600	\$40,200	\$42,750
	80	\$36,300	\$41,500	\$46,650	\$51,850	\$56,000	\$60,150	\$64,300	\$68,450
GARFIELD	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
GRANT	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
GRAYS HARBOR	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
ISLAND	30	\$16,350	\$18,700	\$21,050	\$23,350	\$25,250	\$27,100	\$29,000	\$30,850
	50	\$27,250	\$31,150	\$35,050	\$38,950	\$42,050	\$45,200	\$48,300	\$51,400
	80	\$43,600	\$49,850	\$56,050	\$62,300	\$67,300	\$72,250	\$77,250	\$82,250
JEFFERSON	30	\$12,350	\$14,100	\$15,900	\$17,650	\$19,050	\$20,450	\$21,900	\$23,300
	50	\$20,600	\$23,500	\$26,450	\$29,400	\$31,750	\$34,100	\$36,450	\$38,800
	80	\$32,950	\$37,650	\$42,350	\$47,050	\$50,800	\$54,600	\$58,350	\$62,100
KING	30	\$17,700	\$20,250	\$22,750	\$25,300	\$27,300	\$29,350	\$31,350	\$33,400
	50	\$29,500	\$33,700	\$37,950	\$42,150	\$45,500	\$48,900	\$52,250	\$55,650
	80	\$44,800	\$51,200	\$57,600	\$64,000	\$69,100	\$74,250	\$79,350	\$84,500
KITSAP	30	\$14,900	\$17,000	\$19,150	\$21,250	\$22,950	\$24,650	\$26,350	\$28,050
	50	\$24,800	\$28,350	\$31,900	\$35,450	\$38,300	\$41,100	\$43,950	\$46,800
	80	\$39,700	\$45,350	\$51,050	\$56,700	\$61,250	\$65,750	\$70,300	\$74,850
KITITITAS	30	\$12,450	\$14,250	\$16,000	\$17,800	\$19,200	\$20,650	\$22,050	\$23,500
	50	\$20,750	\$23,700	\$26,700	\$29,650	\$32,000	\$34,400	\$36,750	\$39,150
	80	\$33,200	\$37,950	\$42,700	\$47,450	\$51,250	\$55,050	\$58,850	\$62,650
KLICKITAT	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
LEWIS	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550

County	%	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
LINCOLN	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
MASON	30	\$12,050	\$13,750	\$15,500	\$17,200	\$18,600	\$19,950	\$21,350	\$22,700
	50	\$20,050	\$22,900	\$25,800	\$28,650	\$30,950	\$33,250	\$35,550	\$37,800
	80	\$32,100	\$36,700	\$41,250	\$45,850	\$49,500	\$53,200	\$56,850	\$60,500
OKANOGAN	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
PACIFIC	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
PEND ORIELLE	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
PIERCE	30	\$14,300	\$16,350	\$18,400	\$20,450	\$22,100	\$23,700	\$25,350	\$27,000
	50	\$23,850	\$27,250	\$30,650	\$34,050	\$36,750	\$39,500	\$42,200	\$44,950
	80	\$38,150	\$43,600	\$49,050	\$54,500	\$58,850	\$63,200	\$67,600	\$71,950
SAN JUAN	30	\$14,050	\$16,050	\$18,050	\$20,050	\$21,650	\$23,250	\$24,850	\$26,450
	50	\$23,400	\$26,700	\$30,050	\$33,400	\$36,050	\$38,750	\$41,400	\$44,100
	80	\$37,400	\$42,750	\$48,100	\$53,450	\$57,750	\$62,000	\$66,300	\$70,550
SKAGIT	30	\$12,900	\$14,700	\$16,550	\$18,400	\$19,850	\$21,350	\$22,800	\$24,300
	50	\$21,450	\$24,500	\$27,600	\$30,650	\$33,100	\$35,550	\$38,000	\$40,450
	80	\$34,350	\$39,250	\$44,150	\$49,050	\$52,950	\$56,900	\$60,800	\$64,750
SKAMANIA	30	\$14,700	\$16,800	\$18,900	\$21,000	\$22,700	\$24,350	\$26,050	\$27,700
	50	\$24,500	\$28,000	\$31,500	\$35,000	\$37,800	\$40,600	\$43,400	\$46,200
	80	\$39,200	\$44,800	\$50,400	\$56,000	\$60,500	\$64,950	\$69,450	\$73,900
SNOHOMISH	30	\$17,700	\$20,250	\$22,750	\$25,300	\$27,300	\$29,350	\$31,350	\$33,400
	50	\$29,500	\$33,700	\$37,950	\$42,150	\$45,500	\$48,900	\$52,250	\$55,650
	80	\$44,800	\$51,200	\$57,600	\$64,000	\$69,100	\$74,250	\$79,350	\$84,500
SPOKANE	30	\$12,650	\$14,450	\$16,250	\$18,050	\$19,500	\$20,950	\$22,400	\$23,850
	50	\$21,050	\$24,100	\$27,100	\$30,100	\$32,500	\$34,900	\$37,300	\$39,750
	80	\$33,700	\$38,500	\$43,350	\$48,150	\$52,000	\$55,850	\$59,700	\$63,550

County	%	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
STEVENS	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
THURSTON	30	\$14,700	\$16,800	\$18,900	\$21,000	\$22,700	\$24,350	\$26,050	\$27,700
	50	\$24,500	\$28,000	\$31,500	\$35,000	\$37,800	\$40,600	\$43,400	\$46,200
	80	\$39,200	\$44,800	\$50,400	\$56,000	\$60,500	\$64,950	\$69,450	\$73,900
WAHAKIACUM	30	\$21,550	\$24,600	\$27,700	\$30,750	\$33,200	\$35,650	\$38,150	\$40,600
	50	\$12,900	\$14,750	\$16,600	\$18,450	\$19,950	\$21,400	\$22,900	\$24,350
	80	\$34,450	\$39,350	\$44,300	\$49,200	\$53,150	\$57,050	\$61,000	\$64,950
WALLA WALLA	30	\$12,050	\$13,750	\$15,500	\$17,200	\$18,600	\$19,950	\$21,350	\$22,700
	50	\$20,050	\$22,900	\$25,800	\$28,650	\$30,950	\$33,250	\$35,550	\$37,800
	80	\$32,100	\$36,700	\$41,250	\$45,850	\$49,500	\$53,200	\$56,850	\$60,500
WHATCOM	30	\$13,500	\$15,450	\$17,350	\$19,300	\$20,850	\$22,400	\$23,950	\$25,500
	50	\$22,550	\$25,750	\$29,000	\$32,200	\$34,800	\$37,350	\$39,950	\$42,500
	80	\$36,050	\$41,200	\$46,350	\$51,500	\$55,600	\$59,750	\$63,850	\$68,000
WHITMAN	30	\$12,100	\$13,850	\$15,550	\$17,300	\$18,700	\$20,050	\$21,450	\$22,850
	50	\$20,200	\$23,100	\$25,950	\$28,850	\$31,150	\$33,450	\$35,750	\$38,100
	80	\$32,300	\$36,900	\$41,550	\$46,150	\$49,850	\$53,550	\$57,250	\$60,900
YAKIMA	30	\$11,450	\$13,100	\$14,700	\$16,350	\$17,650	\$18,950	\$20,250	\$21,600
	50	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$31,600	\$33,800	\$35,950
	80	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550

## SUMMARY OF ELIGIBLE GENERAL PURPOSE GRANT ACTIVITIES

**Public Facilities** – activities to design, construct, or reconstruct water and sewer systems, flood and drainage facilities, solid waste disposal facilities, streets, and sidewalks.

Special assessments for low- and moderate-income homeowners, are eligible if the improvements meet CDBG requirements, such as Labor Standards and Environmental Review. For purposes of the CDBG program, "special assessment" is defined as the recovery of the capital costs of a completed public improvement through:

- 1) a fee or charge levied or filed as a lien against a parcel of real estate as a direct result of a benefit derived from the installation of a public improvement; or
- 2) a one-time charge made as a condition of access to the improved public system.

Low- and moderate-income property owners cannot be assessed or charged a fee to recover the capital costs of any CDBG-funded public facility. This public facility category also includes acquisition, design, construction, or rehabilitation of fire protection facilities, and purchase of fire protection equipment. Eligible parks and recreation projects include acquisition, design, site preparation, drainage, construction, and rehabilitation of parks and recreation facilities.

**Community Facilities** – acquisition, design, construction, or reconstruction of community facilities to serve low- and moderate-income youth, elderly, or other low- and moderate-income groups with special needs. This includes shelters and transitional housing facilities. Community facility projects must provide the intended benefit for at least 10 years. CDBG funds may be used to rehabilitate publicly owned, historic properties that are sites or buildings listed, or eligible to be listed, in the National Register of Historic Places or in state or local inventories.

**Economic Development** – Local microenterprise assistance programs, including credit, such as direct loans, and technical assistance/training to commercial enterprises that have 5 or fewer employees, 1 or more of whom own the enterprise. Acquisition, construction, or reconstruction of commercial or industrial buildings; ; downtown revitalization; and assistance to private for-profit entities such as grants, loans, loan guarantees, interest supplements, or technical assistance for implementing projects. Economic development activities may be implemented by private for-profit entities when the project will create or retain permanent jobs primarily for low- and moderate-income people or when the business provides services primarily to residents of an area with a majority of low- and moderate-income persons, *provided the need for public funds is clearly balanced by the extent of public benefit received.*

The economic development category also includes grants for revolving loan funds. Applications for revolving loan fund grants must demonstrate a need for loan capital assistance, and/or loan packaging assistance, beyond what is currently provided by existing programs, such as the Rural Washington Loan Fund and the Community Development Finance Program. Commerce encourages applications that clearly demonstrate a sufficient public benefit. Public benefit is defined as the creation or retention of at least one full-time equivalent (FTE) permanent job per \$25,000 of CDBG General Purpose Grant funds used. Unless a specific business (or businesses) is identified in the application as a confirmed, eligible participant, the overall need for this type of assistance must have been documented as meeting the public benefit criteria.

**Housing Rehabilitation** – activities to rehabilitate public or privately-owned, single- or multi-family housing units, commercial buildings and other non-residential structures. Substantial housing rehabilitation, lead-based paint mitigation, minor home repairs, energy conservation improvements and removal of architectural barriers are eligible rehabilitation activities. Also eligible is the cost of connecting residential structures to available water and sewer lines. Rehabilitation assistance may be provided in the form of grants, loans, loan guarantees or interest supplements. Housing rehabilitation grants are limited to \$500,000 each.

**Comprehensive** - A comprehensive project includes activities listed in at least two of the other categories. For example, neighborhood revitalization by improving streets, sewer, water, and housing rehabilitation, is considered comprehensive. These activities must be related and coordinated to achieve more results than would be possible when addressed individually.

**Other Eligible Activities** - The following activities are eligible, and depending on the context, may qualify as elements of any of the above project categories:

- **Public Services** - employment, crime prevention, childcare, health, drug abuse, education, energy conservation, and welfare or recreation needs programs. The amount requested for public services cannot exceed 15 percent of the total grant requested and the public service activity must directly support the larger project. CDBG generally cannot fund public service projects that have been funded with local or state funds within the previous calendar year.
- **Local Match** - for the non-federal share required by other federal or state grant programs used to support CDBG-eligible activities.
- **Relocation** - relocation payments and assistance to permanently or temporarily displaced individuals, families, or businesses. All CDBG proposals that may cause displacement must include relocation assistance in the project plan and budget.

## **TITLE 1 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974**

This Act is the congressionally adopted statute from which most of the CDBG Program regulations are developed. Section 105(a) identifies eligible activities and is reproduced, in its entirety, below:

### **ELIGIBLE ACTIVITIES - Section 105 (a) Activities assisted under this title may include only:**

(1) the acquisition of real property (including air rights, water rights, and other interests therein) which is (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (B) appropriate for rehabilitation or conservation activities; (C) appropriate for the preservation or restoration of historical sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (D) to be used for the provision of public works, facilities, and improvements eligible for assistance under this title; or (E) to be used for other public purposes.

(2) the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements.

(3) code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area.

(4) clearance, demolition, removal, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for rehabilitation, and rehabilitation of privately owned properties and including the renovation of closed school buildings).

(5) special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons.

(6) payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title.

(7) disposition (through sale, lease, donation or otherwise) of any real property acquired pursuant to this title or its retention for public purposes.

(8) provisions of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by the said unit, or received by such unit from the state in which it is located) during any part of the twelve-month period immediately preceding the date of submission of the statement with respect to which funds are to be made available under this title, and which are to be used for such services, unless the Secretary finds that the discontinuation of such services was the result of events not within the control of the unit of general local government, except that not more than 15 percent of the amount of any assistance to a unit of general local government under this title may be used for activities under this paragraph unless such unit of general local government used more than 15 percent of the assistance received under this title for fiscal year 1982 or fiscal year 1983 for such activities (excluding any assistance received pursuant to Public Law 98-8), in which case such unit of general local government may use not more than the percentage or amount of such assistance used for such activities for such fiscal year, whichever method of calculation yields the higher amount.

(9) payment of the non-federal share required in connection with a federal grant-in-aid program undertaken as part of activities assisted under this title.

(10) payment of the cost of completing a project funded under Title I of the Housing Act of 1949.

(11) relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate.

(12) activities necessary (A) to develop a comprehensive community development plan, and (B) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively (i) determine its needs, (ii) set long-term goals and short-term objectives, (iii) devise programs and activities to meet these goals and objectives, (iv) evaluate the progress of such programs in accomplishing these goals and objectives, and (v) carry out management, coordination, and monitoring of activities necessary for effective planning implementation.

(13) payment of reasonable administrative costs related to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities, and including the carrying out of activities as described in section 701(e) of the Housing Act of 1954 on the date prior to the date of enactment of the Housing and Community Development Amendments of 1981.

(14) provision of assistance including loans (both interim and long term) and grants for activities which are carried out by public or private nonprofit entities, including (A) acquisition of real property. (B) acquisition, construction, reconstruction, rehabilitation, or installation of (i) public facilities (except for buildings for the general conduct of government), site improvements, and utilities, and (ii) commercial or industrial buildings or structures and other commercial or industrial real property improvements; and (iii) planning.

(15) assistance to neighborhood-based nonprofit organizations, local development corporation, nonprofit organizations serving the development needs of the communities or non-entitlement areas, or entities organized under section 301(d) of the Small Business Investment Act of 1958 to carry out a neighborhood revitalization or community economic development or energy conservation project in

furtherance of the objectives of Section 101(c), and assistance to neighborhood-based nonprofit organizations, for the purpose of assisting, as part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in Section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing.

(16) activities necessary to the development of energy use strategies related to recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as:

(A) an analysis of the manner in, and the extent to which energy conservation objectives will be integrated into local government operation, purchasing and service delivery, capital improvements budgeting, waste management, district heating and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions.

(B) a statement of the action the recipient will take to foster energy conservation and the use of renewable energy resources in private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy conservation or use of renewable energy resources, financial and other assistance to be provided (principally for the benefit of low- and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities.

(17) provisions of assistance to private, for-profit entities, when the assistance is necessary or appropriate to carry out an economic development project.

(18) the rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937.

(19) provision of assistance to facilitate substantial reconstruction of housing owned and occupied by low-income persons (A) where the need for reconstruction was not determinable until after rehabilitation under this section had already commenced, or (B) where the reconstruction is part of a neighborhood rehabilitation effort and the grantee (i) determines the housing is not suitable for rehabilitation, and (ii) demonstrates to the satisfaction of the Secretary that the cost of substantial reconstruction is significantly less than the cost of new construction and less than the fair market value of the property after substantial reconstruction.

(20) provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities, which assistance shall not be considered a planning cost as defined paragraph (12) or administrative cost as defined in paragraph (13).

(21) housing services, such as housing counseling, energy auditing, preparation of work specification, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in housing activities authorized under this section, or under Title II of the Cranston-Gonzalez National Affordable Housing Act, except that activities under this paragraph shall be subject to any limitation on administrative expenses imposed by any law.

(22) provision of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities.

(23) provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by:

(A) providing credit (including providing direct loans and loan guarantees, establishing peer lending programs) for the establishment, stabilization, and expansion of microenterprises.

(B) providing technical assistance, advice, and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in microenterprise activities) to owners of microenterprises and persons developing microenterprises.

(C) providing general support (such as peer support programs and counseling) to owners of microenterprises and persons developing microenterprises.

(24) activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low-income neighborhoods.

(25) provision of direct assistance to facilitate and expand home ownership among persons of low-income (except that such assistance shall not be considered a public service for purpose of paragraph (8) by using such assistance to:

(A) subsidize interest rates and mortgage principal amounts for low-income home buyers.

(B) finance the acquisition by low-income home buyers of housing that is occupied by the home buyers.

(C) acquire guarantees for mortgage financing obtained by low-income home buyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees).

(D) provide up to 50 percent of any down payment required from low-income home buyer.

(E) pay reasonable closing costs (normally associated with the purchase of a home) incurred by low-income home buyer.

(b) Upon the request of the recipient of assistance under this title, the Secretary may agree to perform administrative services on a reimbursable basis on behalf of such recipient in connection with loans or grants for the rehabilitation of properties as authorized under subsection (a)(4).

(c)(1) In any case in which an assisted activity described in paragraph (14) or (17) of subsection (a) is identified as principally benefiting persons of low-income, such activity shall:

(A) be carried out in a neighborhood consisting predominately of person of low-income and provide services for such person.

(B) involve facilities designed for use predominately by person of low-income.

(C) involve employment of persons, a majority of whom are persons of low-income.

(2)(A) In any case in which an assisted activity described in subsection (a) is designed to serve an area generally and is clearly designed to meet identified needs of persons of low-income in such area, such activity shall be considered to principally benefit persons of low income if (i) not less than 51 percent of the residents of such area are persons of low-income; (ii) in any metropolitan city or urban county, the area served by such activity is within the highest quartile of all areas within the jurisdiction of such city or county in terms of the degree of concentration of persons of low-income; or (iii) the assistance for such activity is limited to paying assessments (including any charge made as a



condition of obtaining access) levied against properties owned and occupied by persons of low-income to recover the capital cost for a public improvement.

(B) The requirements of subparagraph (A) do not prevent the use of assistance under this title for the development, establishment, and operation for not to exceed 2 years after its establishment of a uniform emergency telephone number system if the Secretary determines that.

(i) such system will contribute substantially to the safety of the residents of the area served by such system.

(ii) not less than 51 percent of the use of the system will be by persons of low-income.

(iii) other federal funds received by the grantee are not available for the development, establishment, and operation of such system due to the insufficiency of the amount of such funds, the restrictions on the use of such funds, or the prior commitment of such funds for other purposes by the grantee. The percentage of the cost of the development, establishment, and operation of such a system that may be paid from assistance under this title and that is considered to benefit low-income persons is the percentage of the population to be served that is made up of persons of low-income.

(3) Any assisted activity under this title that involves the acquisition or rehabilitation of property to provide housing shall be considered to benefit persons of low-income only to the extent such housing will, upon completion, be occupied by such persons.

## **INELIGIBLE ACTIVITIES**

Although ineligible activities are not specifically identified in Title I, the Code of Federal regulations (CFR's), developed from the statute, provide guidance. According to 24 CFR 570.207, the general rule is that any activity that is not authorized under the provisions of 570.201 - 570.206 of this Subpart is ineligible to be carried out with CDBG funds. This section identifies three specific activities that are ineligible and provides guidance thought to be necessary in determining the eligibility of several other activities frequently associated with housing and community development.

(A) the following activities may not be carried out using CDBG funds:

(1) Buildings or portions thereof used predominantly for the general conduct of government cannot be assisted with CDBG funds. Such buildings include, but are not limited to: city halls and other headquarters of government where governing body of the recipient meets regularly, courthouses, and other state or local government office buildings. This does not exclude, however, the removal of architectural barriers under Subpart 570.201 (k) and historic preservation under 570.202(d) involving any such building. Also, where acquisition of real property includes an existing improvement which is to be utilized in the provision of a building or facility for the general conduct of government, the portion of the acquisition cost attributable to the land is eligible provided such acquisition meets a national objective, (570.208).

(2) General government expenses. Except as otherwise specifically authorized in this Subpart or under OMB Circular A-87, expenses required to carry out the regular responsibilities of the unit of general local government are not eligible for assistance under this Part.

(3) Political activities. CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration. However, a facility originally financed in whole or in part with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, provided that all parties and organizations have access to the facility on an equal basis, and are assessed equal rent or use charges, if any.

(B) The following activities may not be carried out with CDBG funds unless authorized under provisions of 570.203 or as otherwise specifically noted herein, or when carried out by a subrecipient under the provisions of 570.204.

(1) Purchase of equipment. The purchase of equipment with CDBG funds is generally ineligible.

(i) Construction equipment. The purchase of construction equipment is ineligible, but compensation for the use of such equipment through leasing, depreciation, or use allowances pursuant to OMB Circulars A-87 or A-122 as applicable for an otherwise eligible activity is an eligible use of CDBG funds. However, the purchase of construction equipment for use as part of a solid waste disposal facility is eligible under Subpart 570.201(c).

(ii) Fire protection equipment. Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment would be eligible under 570.201(c).

(iii) Furnishings and personal property. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property which is not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase, or to pay depreciation or use allowances (in accordance with OMB Circulars A-87 or A-122, as applicable), for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or as a public service pursuant to Subpart 570.201(e).

(2) Operating and maintenance expenses. The general rule is that any expense associated with repairing, operating or maintaining public facilities and services is ineligible. Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities, interim assistance and office space for program staff employed in carrying out the CDBG program. For example, where a public service is being assisted with CDBG funds, the cost of operating and maintaining that portion of the facility in which the service is located is eligible as part of the public service. Examples of ineligible operating and maintenance expenses are:

(i) Maintenance and repair of streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for the handicapped, parking and similar public facilities. Examples of maintenance and repair activities for which CDBG funds may not be used include the filling of pot holes in streets, repairing cracks in sidewalks, the mowing of recreational areas, and the replacement of expended street light bulbs.

(ii) Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities.

(3) New housing construction. Assistance may not be used for the construction of new permanent residential structures or for any program to subsidize or finance such new construction, except:

(i) As provided under the last resort housing provisions set forth in 49 CFR Part 24.

(ii) As authorized under 570.201(m).

(iii) When carried out by a subrecipient pursuant to 570.204(a).



## CITIZEN PARTICIPATION REQUIREMENTS



Public participation is a CDBG requirement. This Appendix includes detailed information on how to meet the federal requirements. Sample notices and handouts are included.

Review **ALL** the materials with the staff person responsible for public hearings and establish a timeline for completion. You can't start on this aspect of your application too soon.

To apply for CDBG funds, a jurisdiction must show it has involved its citizens in the CDBG application process and complied with the specific federal citizen participation requirements outlined in 24 CFR 570.486. The purpose of these activities is to inform residents and decision-makers of the availability of CDBG funds and to provide an opportunity for community members to present potential projects and offer input on proposed projects.

✓ **HELPFUL HINT:** Plan for the required initial public hearing NOW! Decide the hearing date and then work backward to determine when and how the public announcement must be published to allow sufficient notice time and outreach.

If a jurisdiction intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

### THE MINIMUM CITIZEN PARTICIPATION STEPS

1. Conduct at least one public hearing prior to submission of the CDBG application. This hearing must be held at a convenient time and location to encourage citizen participation.
2. Publish an official announcement of the hearing, providing reasonable advance notice. A sample public hearing notice with required language is provided in this Appendix.
3. Distribute information on the availability of CDBG funds and the eligible uses at the public hearing. Sample fact sheets are provided in this Appendix. The hearing minutes must reflect that these handouts were distributed at the public hearing.
4. Review local demographic data to determine if it is reasonable to expect a significant number of non-English speaking residents to participate in the public hearing and advertise and conduct the public hearing in accordance with this determination.
5. Adopt a grievance procedure for the use of CDBG funds. A sample grievance procedure is provided in this Appendix.
6. Document that the notice was published and the hearing was held.

## REQUIRED CITIZEN PARTICIPATION DOCUMENTATION

- ✓ A copy of the public hearing minutes, including a statement that the CDBG required handouts were distributed.
- ✓ A copy of the public hearing notice's affidavit of publication or a copy of the actual notice from the newspaper.
- ✓ The Outreach & Accommodation for Non-English Speaking Residents Form.
- ✓ A copy of the local government's adopted Grievance Procedure that will apply to your project.

## DETAILED INFORMATION ON THE CITIZEN PARTICIPATION REQUIREMENTS

### 1. Public Hearing Logistics

What is a public hearing? – A public hearing is a meeting of a governmental body during which the public is invited to the council or board of county commissioners, who will primarily listen and receive public input. A public hearing may be held as part of a regularly scheduled public meeting where official decisions may then be made or where it is elected to make a decision at a subsequent meeting.

Who must conduct the hearing? – The applicant city, town or county. Although some applications are developed by other community organizations or special districts, these organizations cannot conduct the hearing and have it meet CDBG requirements.

When must the hearing be held? – Prior to submission of the CDBG application and within 18 months of the application submittal date.

Where must the hearing be held? – The hearing location must be accessible to persons of disability. The location must also be convenient for persons likely impacted by the proposed project. This is particularly relevant for a county proposing a project in a community that is far from the county seat.

### 2. Public Hearing Notice

When must the advance notice be made? – Generally, a legal notice is published at least one week prior to the hearing date. The notice must meet the local public hearing notice requirements.

Where must the notice be made? – The hearing must be well advertised, generally in the official local paper. In addition, public notice can be made using community bulletin boards, local newsletters, billing statements, newspaper articles or door-or-door distribution. Residents within those areas in which CDBG funds are proposed to be used, especially the low- and moderate-income persons, should be encouraged to attend or provide comment.

What must the notice say? – A sample notice is provided in this Appendix.

### 3. Public Hearing Purpose

What must the CDBG hearing cover? – The hearing is to obtain citizens' views and respond to proposals and questions. It must cover community development and housing needs and the

availability of CDBG funds. The CDBG Program handout materials are to be distributed. Additional handout materials describing the proposed project(s) are advisable. A copy of the handout information in Spanish is provided in this Appendix.

#### 4. Meeting the Needs of Non-English Speaking Residents

All applicants must complete the Outreach & Accommodation Form, which is attached to the Documentation of Citizen Participation Conducted page in Section 1 of the Application Handbook. This form lists potential outreach steps and accommodations and outlines how to document the efforts. The CDBG public hearing should not be advertised or conducted without first ensuring appropriate outreach and accommodations are accomplished.

The federal citizen participation regulations in this Appendix state that "public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." The applicant jurisdiction must review local demographic data and consider the potential impacts of the proposed project to determine the appropriate outreach steps and accommodations to meet the needs of non-English speaking residents.

Data on the number and percent of non-English speaking residents in a jurisdiction can be found by accessing the 2000 Census website at [www.factfinder.census.gov](http://www.factfinder.census.gov) and then following these directions:

- Enter the city/town or country and select Washington State and hit **GO**.
- Scroll down to **Social Characteristics** heading and select show more.
- Scroll down to nearly the bottom of the table to the **LANGUAGE SPOKEN AT HOME** heading and identify the other languages spoken, such as Spanish.
- Under the predominant other language spoken, look for the percentage of the population that speaks English less than "very well."
- Use these percentages to determine whether specific outreach or additional accommodations are necessary to meet the needs and encourage participation from non-English speaking residents.

Contact the CDBG office for assistance in accessing and interpreting this data.

#### 5. Grievance Procedure

What must the procedure do? – The grievance procedure must provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. A sample procedure to be adopted is in this Appendix.

√ **NOTE: If funded**, an additional public hearing will be required towards the end of the project to review and receive comments on the project's performance. This final public hearing should be included in your proposal's Work Plan. Also if funded, a public hearing would be required if activities are proposed to be added, deleted or substantially changed from the original proposal.



## SAMPLE PUBLIC HEARING NOTICE

Additional information can be added to these required clauses to meet specific local announcement needs and to encourage participation.

If a local government intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

Where/When:	NOTICE IS HEREBY GIVEN that a public hearing will be held by the ( <i>city council/county board of commissioners</i> ) in the ( <i>council chambers/hearing room</i> ), ( <i>location</i> ), on ( <i>date and time</i> ).
Basic Clause:	The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from low- and moderate-income persons and persons residing in the ( <i>name of area</i> ) area.
Clause describing the availability of CDBG funds and eligible uses:	Up to \$1.5 million may be available to the ( <i>city/county</i> ) on a statewide competitive basis to fund public facility, community facility, economic development, housing rehabilitation, and planning projects that principally benefit low- and moderate-income persons.
Comment clause:	The draft application for the ( <i>project name</i> ) proposal will be available for review at the ( <i>location – government office and/or library</i> ), ( <i>time and date</i> ). Comments may also be submitted in writing to ( <i>city/county</i> ), ( <i>time period</i> ).
Accommodation clause: For applicants who checked box C. in the Outreach & Accommodation Form. <b>Or</b> For applicants who checked box D. in the Outreach & Accommodation Form.	<p>The (<i>council chambers/hearing room</i>) is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 24-hour advance notice. Contact (<i>name</i>) at (<i>number, location</i>).</p> <p>A (<i>insert alternate language</i>) interpreter will be available. The (<i>council chambers/hearing room</i>) is handicap accessible. Additional arrangements to reasonably accommodate special needs will be made upon receiving 24-hour advance notice. Contact (<i>name</i>) at (<i>number, location</i>).</p>





## SAMPLE GRIEVANCE PROCEDURE

**Note:** *This grievance procedure is intended to serve as a guide and should be revised to reflect local circumstances and to incorporate any applicable state or local laws.*

1. Submit complaints in writing to the designated official (such as the city manager, city/county clerk, or county executive) for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.
  2. If the complaint cannot be resolved to your satisfaction by the designated official,
    - It will be forwarded to a committee appointed by the governing body. This committee's membership, its ground rules or procedures for hearing complaints, and how the committee can be contacted will be available to the public. The committee will be directed to hear such complaints in an objective, public manner, and after adequate public notice. A written decision will be made within 30 working days. Proceedings of the committee will be recorded and maintained.
- OR
- The complaint will be heard and discussed by the governing, elected body at an open, public meeting. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
(Signature of Chief Administrative Officer)

\_\_\_\_\_  
(Title)

Attest:





# Community Development Block Grant Program

## For More Information:

Bill Cole  
CDP Managing Director  
360.725.3005  
[bill.cole@commerce.wa.gov](mailto:bill.cole@commerce.wa.gov)

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[www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg)

Dates and amounts are  
proposed in the 2010 Action  
Plan

## Introduction

The Washington State Community Development Block Grant (CDBG) program provides funds on a competitive basis for public facilities, community facilities, economic development, housing rehabilitation, public services and planning projects that principally benefit low- and moderate-income households.

Since 1982, the Washington State CDBG Program has distributed and managed over \$419 million from the U.S. Department of Housing and Urban Development (HUD). With this funding, the CDBG Program improves and maintains the environment of eligible, rural cities and counties to enhance the quality of life for low- and moderate-income residents, and as a result, make a difference for the entire community.

## 2010 Funding Set-Asides

In 2010, approximately \$15 million in federal CDBG funds will be awarded to Washington State. It is proposed that funds be distributed as follows:

- **General Purpose Grants** **\$12,000,000**  
Contact: Lynn Kohn  
Annual grant cycle during which eligible applicants may request up to \$1 million for public facilities, community facilities, housing rehabilitation, or economic development projects principally benefiting low- and moderate-income persons. If total project costs exceed \$10 million, the maximum grant can be \$1.5 million. Applications are due by January 21, 2010, with awards announced by early May 2010.
- **Planning-Only Grants** **\$400,000**  
Contact: Janea Eddy  
Grants support a range of planning activities that lead to implementation of priority projects for eligible small communities and rural counties. Funding levels vary by type of project, with the maximum grant for a single jurisdiction at \$35,000. Joint planning efforts may receive up to \$50,000. The application handbooks for 2010 will be available by February 2010 and can be submitted year round (on funds available basis) beginning March 2010, with first awards announced by early May 2010.
- **Housing Enhancement Grants** **\$1,000,000**  
Contact: Kaaren Roe  
Companion funds to support priority applications submitted to the Washington State Housing Trust Fund, which fund necessary off-site infrastructure or community facility components of the affordable housing project

- **Imminent Threat Grants** **\$200,000**  
 Contact: Kaaren Roe  
 Provides funds to address unique emergencies posing a serious and immediate threat to public health and safety on a funds availability basis. Upon formal Declaration of Emergency and completion of an Imminent Threat grant application, costs can be covered for a temporary repair or solution while funding for a permanent fix is secured.
- **Public Services Grants** **\$1,557,612**  
 Contact: Kaaren Roe  
 Provides funds to the 12 eligible counties and community action agencies to fund new or expanded direct services for persons with low- and moderate-incomes.
- **CDBG Loan Portfolio** **\$15,000,000**  
 Contact: Steve Saylor  
 Provides eligible jurisdictions with short-term loans for economic development/job creation financing on CDBG-eligible activities meeting a HUD National Objective. Applications may be submitted after adoption of the 2010 Action Plan.

  - Float Loan - Economic Development/Job Creation
  - Rural Washington Loan Fund
  - HUD Section 108 Guarantee Loans

## HUD National Objectives

CDBG project activities must meet one of three HUD National Objectives:

- Principally benefits low-and moderate-income persons
- Aids in the prevention or elimination of slums or blight
- Addresses imminent threat to public health or safety

## CDBG Eligibility Guidelines

- Eligible applicants are Washington State cities and towns with less than 50,000 in population or counties with less than 200,000 in population that are non-entitlement jurisdictions and are not participants in a HUD Urban County Entitlement Consortium.
- Non-profit organizations, Indian tribes, public housing authorities, port districts, community action agencies, and economic development councils, are not eligible to apply directly to the CDBG Program for funding, but may be partners in projects and subrecipients of funding through eligible jurisdictions.
- Applicants may submit one request per fund each program year, except for local microenterprise program applicants seeking a General Purpose Grant.

## **Federal Citizen Participation Requirements for Local Government Applicants to the State CDBG Program**

### Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
  - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
  - (3) Furnish citizens information, including but not limited to:
    - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
    - (ii) The range of activities that may be undertaken with the CDBG funds;
    - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
    - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
  - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
  - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
  - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. *Substantially changed* means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
  - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.





# Subvención Global Para Desarrollo Comunitario

## Para obtener más Información:

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Dates and amounts are proposed  
in the 2010 Action Plan

## Introducción:

El programa de Subvención Global para Desarrollo Comunitario del Estado de Washington (CDBG) proporciona fondos sobre una base competitiva para vivienda local, instalaciones públicas y comunitarias, desarrollo económico y proyectos de planificación que benefician principalmente a los hogares de ingresos bajos y moderados.

Los fondos para el programa CDBG del Estado de Washington son despendidos por el Departamento de Viviendas y Desarrollo Urbano de los Estados Unidos. El Programa de Subvención para el Desarrollo Comunitario (CDBG) de estado de Washington esta deseando para financiar hogares locales, albergues públicos, desarrollos económicos y desarrollar proyectos cuyo propósito principal es beneficiar a las familias de bajos y moderados recursos económicos. Esto resultar en un beneficio para toda la comunidad.

## Fondos Disponibles

Históricamente, se han distribuido aproximadamente \$15 millones en fondos federales sobre una base anual, a través de los siguientes propuesto fondos de concesión:

- **Concesión de Propósito General** **\$12,000,000**  
 Contacto: Lynn Kohn  
 Ciclo de concesión anual durante el cual los solicitantes elegibles pueden pedir hasta \$1,500,000 por solicitud para proyectos de vivienda local, instalaciones públicas, instalaciones de la comunidad, o de desarrollo económico/microempresas, principalmente en beneficio de personas de ingresos bajos y moderados. La fecha de vencimiento para el ciclo de concesión de 2010 es el 21 de enero de 2010, con anuncio de la decisión en el medio de Mayo 2010.
- **Concesión para Planificación Solamente** **\$400,000**  
 Contacto: Janea Eddy  
 Las Concesiones para Planificación Solamente se proporcionan a las comunidades elegibles sobre una base de disponibilidad de fondos, para una gama amplia de actividades de planificación dirigidas hacia la salud pública y asuntos de seguridad; para responder a los mandatos estatales y federales; para mejorar servicios esenciales para individuos de ingresos bajos y moderados; o, para completar los pasos necesarios dentro de una estrategia de desarrollo comunitario más amplia. Se encuentran disponibles concesiones de hasta \$35,000. El consorcio de solicitantes elegibles puede solicitar hasta \$50,000.



- **Concesión de Amenaza Inminente** **\$200,000**  
 Contacto: Kaaren Roe  
 Fondos para cubrir emergencias únicas que representan una amenaza seria e inmediata a la salud y la seguridad pública, sobre una base de disponibilidad de fondos. Tan pronto que la declaración de emergencia es en debida formal, los fondos se encuentran disponibles para concesiones suplementarias a los contratos existentes.
- **Concesión para Mejora de la Vivienda** **\$1,000,000**  
 Contacto: Kaaren Roe  
 Fondos acompañantes en apoyo de las solicitudes de prioridad presentadas ante el Fondo de Vivienda del Estado de Washington (Washington State Trust Fund.)
- **Concesión para Servicios Públicos** **\$1,557,612**  
 Contacto: Kaaren Roe  
 Las concesiones se hacen disponibles a través de los condados a agencias de acción comunitaria que sirven a áreas que no reciben asistencia financiera directa para actividades que sirven a las personas de ingresos bajos y moderados. El financiamiento se proporciona por fórmula y administración coordinadas por el Programa Estatal de Subvención Global para Desarrollo Comunitario.
- **Portafolio de Empréstito Comercial**  
 Contacto: Steve Saylor  
 Actualmente, se utilizan en Washington cuatro tipos de préstamos de subvención global para ayudar a los negocios:
 
  - Préstamos Flotantes
  - Los préstamos del Fondo Rural de Préstamos de Washington
  - Garantía de Préstamos bajo la Sección 108, por medio de HUD.
  - Concesiones para el desarrollo microempresa regional.

### **Guía de Elegibles**

- Los solicitantes elegibles son ciudades y pueblos del estado de Washington con poblaciones menores de 50,000 o condados con poblaciones menores de 200,000 que son jurisdicciones que no reciben asistencia financiera directa o no son participantes en un Consorcio de Asistencia Financiera Directa del Condado Urbano de HUD.
- Naciones indias y organizaciones con propósitos especiales, tales como autoridades de hogares públicos, estritos portuarios, agencias de acción a la comunidad y consejos de desarrollo económico, no califican para solicitar directamente financiamiento al Programa de CDBG. Sin embargo, jurisdicciones que si califiquen pueden optar por incluir naciones indias o otras organizaciones en actividades financiadas por una subvención.
- Los proyectos deben beneficiar principalmente a las personas de ingresos bajos –y moderados-. Los ingresos bajos -y moderados- están definidos como 80 por ciento del ingreso medio del condado.
- Los solicitantes pueden presentar una solicitud en cada ciclo del financiamiento, excepto para los solicitantes de la microempresa.

## Requisitos de Participación Ciudadana Federal Para Solicitantes del Gobierno Local al Programa de CDBG

Regulación Federal 24 CFR 570.486(a)

- (a) *Requisitos de participación ciudadana de una unidad general del gobierno local.* Cada unidad general del gobierno local, debe cumplir los siguientes requisitos como es solicitado por el estado, en el Sec. 91.115(e) de este artículo.
- (1) Contribuir y motivar a la participación ciudadana, particularmente en personas de recursos bajos y moderados quienes residen en condiciones precarias o áreas insalubres y áreas donde el Programa de CDBG tiene como objetivo apoyar con financiamiento;
  - (2) Asegurar que los ciudadanos tengan acceso oportuno y suficiente a reuniones locales, información y estadísticas relacionadas a la unidad de gobierno local que ha sido propuesta o que utiliza los fondos de financiamiento del programa de CDBG;
  - (3) Proveer información a los ciudadanos, incluyendo:
    - i. La cantidad de financiamientos del de CDBG que se espera sea otorgada en el año fiscal en curso (incluyendo las subvenciones y los ingresos anticipados del programa);
    - ii. El tipo de actividades probables a llevarse a cabo con el financiamiento del de CDBG;
    - iii. La cantidad estimada de financiamientos del de CDBG propuesta para ser usada en actividades que cumplirán con el objetivo nacional de beneficiar a personas de bajos recursos económicos; y
    - iv. Las actividades propuestas del programa de CDBG que son probables de resultar declinadas y la unidad general de gobierno y los planes de reemplazo requeridos bajo el Sec. 570.488
  - (4) Proveer asistencia técnica a grupos representativos de personas de bajos y moderados recursos que soliciten ayuda en el desarrollo de sus propuestas de acuerdo con el procedimiento desarrollado por el estado. Dicha asistencia no incluye proveer financiamiento a tales grupos;
  - (5) Participar en un mínimo de dos audiencias públicas, cada una en diferentes etapas del programa, con el propósito de obtener puntos de vista de los ciudadanos y responder a propuestas y preguntas. La audiencia en conjunto debe cubrir las necesidades de casa y desarrollo en la comunidad, desarrollo de actividades propuestas y la revisión del cumplimiento del programa. La audiencia pública que cubre el desarrollo de la comunidad y las necesidades de casa debe ser llevada a cabo en la fecha y lugares convenientes a beneficiarios actuales a potenciales, con lugares accesibles para discapacitados. Las audiencias publicas deben llevarse a cabo de cierta forma que cumplan las necesidades de residentes que no hablen Inglés ya que se espera que un numero razonable de estos participe en el programa.
  - (6) Informar a los ciudadanos con suficiente anticipación, y oportunidad de comentar al respecto, sobre actividades propuestas en solicitud al estado y, por subvenciones ya efectuados, actividades que sean propuestas para agregarse, eliminarse a ser cambiadas substancialmente de la solicitud de unidad general de gobiernos locales al estado. Cambiadas substancialmente significa que los cambios sean en términos de objetivo, alcance, lugar o beneficiario, como es definido bajo el criterio establecido por el estado.
  - (7) Proveer a los ciudadanos la dirección, el teléfono y las fechas y horario para entregar quejas y objeciones, y proveer oportunas respuestas por escrito a quejas entregadas por escrito, dentro de los primeros 15 días hábiles, cuando así pueda aplicarse.



## **FEDERAL AND STATE REGULATIONS**

Jurisdictions receiving CDBG funds must follow a number of federal and state regulations. These laws cover a wide range of activities, such as labor practices, environmental impacts, and civil rights. Listed below are some of the most important regulations that could apply to projects involving CDBG funds. This is a preliminary list and by the time funds are released, it could change, depending upon actions at the federal level. Each regulation is annotated to give the applicant some idea of the requirements that must be met. Since this is only a summary and is not meant to be a comprehensive description of each law, please contact the Department of Commerce if you need more detailed information.

### **Federal Regulations**

#### Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) (24 CFR Part 1)

The law provides that no person in the United States shall, on the grounds of race, color, or national origin, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### Public Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.)

The law prohibits any person from discriminating in the sale or rental of housing, the financing of housing or the provisions of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, handicap, familial status, or national origin.

#### Executive Order 11063, As Amended by Executive Order 12259 (24 CFR Part 107)

Necessary and appropriate action must be taken to prevent discrimination because of race, color, religion, creed, sex or national origin; in the sale, leasing, rental and other disposition of residential property and related facilities (including land to be developed for residential use); or in the use or occupancy thereof if such property and related facilities are, among other things, provided in whole or in part with the aid of loans, advances, grants or contributions from the federal government.

#### Section 104(b)4 of the Housing and Community Development Act of 1974, As Amended

The Grantee must comply with the provisions of Section 104(b)4 of the Housing and Community Development Act of 1974, as amended through 1992, which requires that the Grantee will identify its community development and housing needs, including the needs of low-income persons and the activities to be undertaken to meet such needs.

#### Section 104(l) of the Housing and Community Development Act of 1974, As Amended through 1992. Protection of Individuals Engaged in Nonviolent Civil Rights Demonstration

The grantee must comply with the provisions of Section 104(1) of the Housing and Community Development Act of 1974, as amended through 1992, which requires that the Grantee must adopt and enforce a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and it must adopt and enforce a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

Section 109 of the Housing and Community Development Act of 1974, As Amended through 1992

No person in the United States shall, on the grounds of race, religion, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with federal community development funds made available pursuant to Title I of the Act.

Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101 et seq.)

No person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.

Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794)

No otherwise qualified individual shall, solely, by reason of his or her handicap, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds.

Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 170 u) (24 CFR Part 135)

To the greatest extent feasible, opportunities for training and employment should be given to lower income persons residing within the unit of local government or the non-metropolitan county in which the project is located, and contracts for work in connection with the project should be awarded to eligible business concerns which are located in, or owned in substantial part, by persons residing in the project area.

Executive Order 11246, As Amended

Executive Order 11246 as amended applies to all federally assisted construction contracts and subcontracts. The grantee and subcontractors, if any, shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. The grantee or subcontractors will make their books and records available to state and federal officials for purposes of investigation to ascertain compliance.

Section 110 of the Housing and Community Development Act of 1974, As Amended through 1992

All laborers and mechanics employed by contractors or subcontractors on construction work assisted under the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276-a- 276a-5). However, these requirements apply to rehabilitation of residential property only if such property is designed for residential use for eight or more families.

Davis-Bacon Act, As Amended (40 U.S.C. a - et seq.), Section 2; June 13, 1934, As Amended (48 Stat. 948.40 U.S.C. 276(c), Popularly Known as The Copeland Act

This Act mandates that all laborers and mechanics be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account except "permissible" salary deductions, the full amounts due at the time of payments, computed at wage rates not less than those contained in the wage determination issued by the U.S. Department of Labor. Weekly certified payrolls are required to be submitted to the federally-funded recipient by the contractor.

#### Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.)

According to this Act, no contract work may involve or require laborers or mechanics to work in excess of 40 hours in a work week, unless compensation of not less than one and one-half times the basic rate is paid for the overtime hours. If this Act is violated, the contractor or subcontractor is liable to any affected employee for unpaid wages as well as to the United States for liquidated damages.

#### Section 104(g) of the Housing and Community Development Act of 1974, As Amended through 1992

Recipients of community development funds made available pursuant to Title 1 of the Act assumes all the responsibilities for environmental review, decision-making, and action pursuant to the National Environmental Policy Act of 1969, that would apply to the Secretary of HUD were he to undertake such projects as federal projects.

#### The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et seq. and 24 CFR Part 58)

The purpose of this Act is to attain the widest use of the environment without degradation, risk to health or safety or other undesirable and unintended consequences. Environmental review procedures, including completing a checklist and determining and publishing a Finding of Significance or No Significance for a proposal, are a necessary part of this process. Pursuant to these provisions, the grantee must also submit environmental certifications to the Agency when requesting that funds be released for the project.

#### The Clean Air Act, As Amended (42 U.S.C. 7401, et seq.)

The Clean Air Act prohibits (1) engaging in, (2) supporting in any way or providing financial assistance for, (3) licensing or permitting or (4) approving any activity which does not conform to the state implementation plan for natural primary and secondary ambient air quality standards.

#### HUD Environmental Standards (24 CFR, Part 51, Environmental Criteria and Standards and 44 F.R. 40860-40866, July 12, 1979)

The HUD Environmental Standards prohibit HUD support for most new construction of noise-sensitive uses on sites having unacceptable noise exposure. HUD assistance for the construction of new noise-sensitive uses is prohibited in general for projects with unacceptable noise exposures and is discouraged for projects with normally unacceptable noise exposure.

#### Executive Order 11990, May 24, 1977: Protection of Wetlands (42 F.R. 26961, et seq.)

The intent of this Executive Order is (1) to avoid, to the extent possible, adverse impacts associated with the destruction or modification of wetlands; and (2) to avoid direct or indirect support of new construction in wetlands wherever there is a practical alternative. In making this determination, the grantee may take into account economic, environmental, and other pertinent factors.

#### The Wild and Scenic Rivers Act of 1968, As Amended (16 U.S.C. 1271, et seq.)

The purpose of this Act is to preserve selected rivers or sections of rivers in their free-flowing condition, to protect the water quality of such rivers, and to fulfill other vital national conservation goals. Federal assistance by loan, grant, or other mechanism cannot be provided to water resources construction projects that would have a direct and adverse effect on any river included or designed for study or inclusion in the National Wild and Scenic River System.

Executive Order 11988, May 1978: Floodplain Management (42 F.R. 26951, et seq.)

The intent of this Executive Order is to (1) avoid, to the extent possible, adverse impacts associated with the occupancy and modification of floodplains and (2) avoid direct or indirect support of floodplain development wherever there is a practical alternative. If the grantee proposes to conduct, support or allow an action to be located in the floodplain, the grantee must consider alternatives to avoid adverse effects and incompatible involvement in the floodplains. If siting in a floodplain is the only practical alternative, the grantee must, prior to taking any action: (1) design or modify its actions in order to minimize a potential harm to the floodplains; and (2) prepare and circulate a notice containing an explanation of why the action is proposed to be located in a floodplain.

Coastal Zone Management Act of 1972, As Amended (16 U.S.C. 1451, et seq.)

The intent of this is to preserve, protect, develop, and where possible, restore or enhance the resources of the nation's coastal zone. Federal agencies cannot approve assistance for proposed projects that are inconsistent with the state's coastal management program, except upon a finding by the U.S. Secretary of Commerce that such a project is consistent with the purpose of this chapter or necessary in the interests of national security.

The Endangered Species Act of 1973, As Amended (16 U.S.C. 1531, et seq.)

The intent of this act is to ensure that all federally assisted projects seek to preserve endangered or threatened species. Projects must not jeopardize the continued existence of endangered and threatened species or result in the destruction of or modification of habitat of such species, which is determined by the U.S. Department of the Interior, after consultation with the state, to be critical.

The Reservoir Salvage Act of 1960 (16 U.S.C. 469 et seq.), Section 3 (16 U.S.C. 469 a-1), As Amended by the Archaeological and Historic Preservation Act of 1974)

The Reservoir Salvage Act provides for the preservation of historical and archaeological data (including relics and specimens) that might otherwise be irreparably lost or destroyed as a result of any alteration of the terrain caused by any federal construction project or federally-licensed activity or program. Whenever any federal agency finds, or is notified in writing by an appropriate historical or archaeological authority, that its activities in connection with any federal construction project or federally-licensed project, activity or program may cause irreparable loss or destruction of significant scientific, prehistoric, historical or archaeological data, the federal agency must notify the U.S. Secretary of Interior in writing and provide appropriate information concerning the project, program or activity.

The Safe Drinking Water Act of 1974 (42 U.S.C. Section 201, 300(f) et seq. and U.S.C. Section 349 as amended, particularly Section 1424(e) (42 U.S.C. Section 300H-303(e))

The Safe Drinking Water Act, as amended, is intended to protect underground sources of water. No commitment for federal financial assistance, according to this Act, shall be entered into for any project which the U.S. Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal drinking water source for an area.

The Federal Water Pollution Control Act of 1972, As Amended including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et seq.)

The Water Pollution Control Act, as amended, provides for the restoration of chemical, physical and biological integrity of the nation's water.

The Solid Waste Disposal Act, As Amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et seq.)

The purpose of this Act is to promote the protection of health and the environment and to conserve valuable material and energy resources.

The Fish and Wildlife Coordination Act of 1958, As Amended (16 U.S.C. Section 661, et seq.)

The Act assures that wildlife conservation receives equal consideration and is coordinated with other features of water resource development programs.

EPA List of Violating Facilities

Grantees must ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the U.S. Environmental Protection Agency's list of Violating Facilities and that it will notify the Agency of the receipt of any communication from the Director of the EPA office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by EPA.

Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. 469 a-1, et seq.)

Grantees must, in connection with its performance of environmental assessments under the NEPA take the following steps:

1. Consult with the State Historical Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.0) by the proposed activity; and
2. Comply with all requirements established by the state to avoid or mitigate adverse effects upon such properties.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) as Amended in 1989

Grantees must inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations of 49 CFR Part 24 and 24 CFR 570.496(a).

The grantee must also certify that it is following a "residential anti-displacement and relocation assistance plan." The plan must contain two components -- a requirement to replace all low income dwelling units that are demolished or converted to a use other than low income housing as a direct result of the use of CDBG assistance and a relocation assistance component.

The grantee must provide relocation payments and offer relocation assistance as described in the Act to all persons displaced as a result of rehabilitation, demolition, or acquisition of real property for an activity assisted under the Community Development Block Grant Program. Such payments and assistance must be provided in a fair and consistent and equitable manner that ensures that the relocation process does not result in a different or separate treatment of such persons on account of race, color, religion, national origin, familial status, handicap, sex or source of income.

The grantee must assure that, within a reasonable period of time prior to displacement, decent, safe, and sanitary replacement dwellings will be available to all displaced families, individuals, businesses, nonprofit organizations, and farms and that the range of choices available to such persons will not vary



on account of their race, color, religion, national origin, familial status, handicap, sex, or source of income.

#### Section 104(d) of the Housing and Community Development Act of 1974, As Amended through 1992

Grantees must adopt a residential anti-displacement and relocation assistance plan. The plan must: (1) provide for one-for-one replacement of low income dwelling units demolished or converted to use other than low- to moderate-housing as a direct result of the use of CDBG assistance; (2) provide for relocation assistance; and (3) describe steps to minimize displacement.

#### Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831)

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831) prohibits the use of lead-based paint in residential structures constructed or rehabilitated with federal assistance.

#### Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments (24 CFR Part 85)

Grantees must comply with the guidelines of Federal Circular A-87, which sets forth principles and standards for determining the costs allowable under grants and contracts involving federal funds.

#### U.S. Office of Management and Budget Circular A-102, "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments"

Grantees must comply with OMB Circular A-102 or any equivalent procedures and requirements that the state may prescribe. The Circular is the basis for a number of specific requirements on the financial management and record keeping of CDBG funds. The directive applies to cash depositories, bonding and insurance, record keeping, program income, property management, procurement, close-out, audit, and other requirements. The following Attachments to OMB Circular A-102 do not specifically apply to the grantee's project: "Attachment D - Waiver of Single State Agency Requirements," "Attachment F - Matching Share," and "Attachment M - Standard Forms for Application."

#### Non-Federal Government Audit Requirements (24 CFR Part 44)

Grantees must comply with the requirements of 24 CFR Part 44, which requires that any Grantee receiving \$100,000 in federal funds, during any year, to have an audit performed for that year. Grantees receiving between \$25,000 and \$100,000 in federal funds, during any year, shall have an audit performed in accordance with generally accepted auditing standards and the following federal auditing standards:

- A. Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, issued by the U.S. General Accounting Office (GAO);
- B. The Single Audit Act of 1984 (P.L. 98-502); and
- C. Circular A-133, Audits of State, Local Governments and Non-Profit Organizations issued by the U.S. Office of Management and Budget (OMB).

### **State Regulations**

#### Prevailing Wages, RCW 39.12

This statute mandates that prevailing wages, as determined by the State Department of Labor and Industries, be paid to workers performing under public works contracts.

### Uniform Relocation Assistance and Real Property Acquisition Policy Act, RCW 8.26

Grantees must comply with the provisions of Chapter 8.26 RCW and WAC 365-24 when its activities involve any acquisition of real property assisted under this contract and or the displacement of any family, individual, business, nonprofit organization or farm that results from such acquisition.

### State Environmental Policy Act (SEPA), RCW 43.21(c)

Local agencies will (1) require environmental checklists from private and public entities considering an action potentially subject to an Environmental Impact Statement requirement of SEPA; (2) make "threshold determinations that such an action will not have a significant environmental impact; (3) provide for the preparation of draft and final EIS if the determination under (2) above is yes; and (4) circulate such EIS's to other agencies and interested parties.

### Shoreline Management Act, RCW 90.58

This Act defines a planning program and a permit system which are initiated at the local government level under state guidance. Its purpose is to protect and enhance the state's shorelines, and it includes a comprehensive shoreline inventory process and master program for regulation of shoreline uses. A permit application at the local level must be in compliance with those plans if substantial developments and shoreline modifications occur, and a record of the application and decision must be submitted to the state.

### State Building Code, RCW 19.27, and Provisions in Buildings for Aged and Handicapped Persons, RCW 70.92

Grantees must comply with the provisions of Chapter 19.27 RCW and Chapter 70.92 RCW and regulations for Barrier Free Facilities adopted by the Washington State Building Code Advisory Council pursuant to these statutes.

The State Building Code provides for a uniform state building code and mandates counties, cities and towns to administer and enforce its provisions. Local governments are authorized to modify the state building code to fit local conditions as long as such modifications do not provide for weaker control than the minimum standards and objectives called for in the state code.

### State Noise Control Act of 1979, RCW 70.107

Objectives of this Act are to assist local governments in implementing local noise ordinances and to control and reduce excessive noise in Washington State.

### State Open Public Meeting Act, RCW 42.30

All meetings of the governing body which pertain to this contract shall be open to the public except those where specific provision is made for executive sessions pursuant to Section 42.30.110 of the statute.

### RCW 49.60 Law Against Discrimination

Grantees must comply with the provisions of Chapter 49.60 RCW in all activities relating to this contract.

### RCW 39.39 Interlocal Cooperation Act

The Interlocal Cooperation Act establishes, as state policy, the authority for local governments, including special purpose districts and Indian tribes, to enter into agreements for providing a broad spectrum of cooperative services. Local governments undertaking joint community development projects can use this Act as a means for establishing interlocal agreements.

### State Coastal Zone Management Program

Grantees must consult with the State Coastal Zone Management Agency (Department of Ecology) and must certify that the project is consistent with the State Coastal Zone Management Program.

### Governor's Executive Order 89-10, December 11, 1989: Protection of Wetlands, and Governor's Executive Order 90-04, April 21, 1990: Protection of Wetlands

Grantees must ensure that any activities that would adversely affect wetlands are avoided and unavoidable impacts are mitigated. For the purposes of this requirement, mitigation means: (1) avoiding the impact altogether by not taking certain action or part of an action; (2) minimizing impacts by limiting the degree or magnitude of the action and its implementation, by using appropriate technology, or by taking affirmative steps to avoid or reduce impacts; (3) rectifying the impact by repairing, rehabilitating, or restoring the affected environment; (4) reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action; (5) compensating for the impact by replacing, enhancing, or providing substitute resources or environments; and (6) monitoring the impact and taking appropriate corrective actions.

Emergency work that is essential to save lives and protect property and public health is exempt from these provisions.